

BOARD OF SUPERVISORS

Brown County



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HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Dan Robinson, Vice Chair
Brad Hopp, Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE

Tuesday, November 26, 2013

6:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of October 23, 2013.
- IV. Discussion regarding December meeting date (regular meeting falls on Christmas).

Comments from the Public

Report from Human Services Chair, Patrick Evans

1. **Review Minutes of:**
 - a. Aging & Disability Resource Center of Brown County Board Meeting (October 24, 2013).
 - b. Aging & Disability Resource Center of Brown County Nominating & Human Resources Meeting (October 24, 2013).
 - c. Children With Disabilities Education Board (October 22, 2013)
 - d. Veterans Recognition Subcommittee (October 15, 2013).

Communications

2. Communication from Supervisor Hoyer re: Staff provide comprehensive statistics about the use of County funds used to prevent and mitigate homelessness in Brown County – focusing on the dollars spent on Brown County citizens vs. individuals from outside of our community. Put these data into a presentation to be given to the entire board. *Referred from November County Board.*

Health Department

3. Budget Adjustment (13-113): Reallocation between budget classifications other than 2b or 3b adjustments.
4. Director's Report.

Human Services Department

5. Resolution re: On helping families move from homelessness to self-sufficiency. *Referred from November County Board.*
6. Resolution re: Reclassification of Position Certified Nursing Assistant Human Services – Community Treatment Center.
7. Executive Director’s Report.
8. Financial Report for Community Treatment Center and Community Programs.
9. Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
10. Request for New Non-Continuous Vendor.
11. Request for New Vendor Contract.

Aging & Disability Resource Center – No agenda items.

Syble Hopp School – No agenda items.

Veterans Services – No agenda items.

Other

12. Audit of bills.
13. Such other Matters as Authorized by Law.

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
HUMAN SERVICES COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular and budget meeting of the **Brown County Human Services Committee** was held on Wednesday, October 23, 2013 at Aspiro, 1673 Dousman Street, Green Bay, Wisconsin

Present: Chair Evans, Supervisor La Violette, Supervisor Robinson, Supervisor Haefs, Supervisor Hopp
Also Present: Supervisors Moynihan, Jamir, Erickson, Sieber, Hoyer, Lund, Van Dyck, Dan Process, Robin Van Remortel, Brent Miller, Jeremy Kral, Tim Schmitt, Carolyn Maricque, Judge Zuidmulder, Devon Christensen, Troy Streckenbach, Lynn Vanden Langenberg, Judy Friederichs, Holly Gajeski, other interested parties

I. Call Meeting to Order.

The meeting was called to order by Chairman Patrick Evans at 6:03 p.m.

II. Approve/Modify Agenda.

Chair Evans indicated that the Syble Hopp budget had already been approved and therefore Item 2 was removed from the agenda.

Motion made by Supervisor Hopp, seconded by Supervisor La Violette to approve the agenda as modified. Vote taken. MOTION CARRIED UNANIMOUSLY.

III. Approve/Modify Minutes of September 25, 2013.

Motion made by Supervisor Hopp, seconded by Supervisor La Violette to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Drug Court Presentation

Update on Drug Court by Judge Zuidmulder

Judge Zuidmulder thanked the Committee for the opportunity to address them. He wished to report that both Drug Court and Veterans Court have had a positive impact on the community. If the County is able to put some money aside for a mental health initiative, he would be one of the people who would be willing to use the funds to establish a Mental Health Court.

Judge Zuidmulder continued that Marinette County will be contracting with Brown County for Drug Court services and other services and therefore part of the expectation is that Brown County would be able to have some income coming back in. Zuidmulder felt that one of the things that government officials need to do is realize that if we can share resources and partner in different areas we can save the taxpayer's money and partnering with Marinette County is one of the ways this can be done.

Judge Zuidmulder believes the traditional method is a belief that personal behavior can be modified by putting people on probation and in jail and putting them in prison when those people really cycle out and commit the same offenses over again. He felt we need to step back and ask if this is a good use of public dollars. This is what the specialty courts are all about. Specialty courts are about public safety because acknowledging behavior modification comes from change and change comes from motivation. Zuidmulder has never produced a drug court graduate before the Committee because he believes the Committee believes in and appreciates what is going on and is too busy for personal testimony, but he would be glad to do so if the Committee desired.

Supervisor Robinson thanked Judge Zuidmulder for his work with Drug Court and indicated he was very impressed with both Drug Court and Veterans Court and he was also thankful for the initiative Judge Zuidmulder has taken with regard to a Mental Health Court as he felt this would serve the community very well. Robinson stated that there is money set aside in the budget and they can talk about perhaps putting this towards a Mental Health Court. Zuidmulder indicated that as long as he has support he will continue to move forward in this regard.

BUDGET REVIEW

REVIEW OF 2014 DEPARTMENT BUDGETS

Comments from the Public – Budgetary Items

- Denis Hogan and Nancy Ambrose, Community Partnership for Children**
- Sarah Inman and Adam Hardy, United Way**

Sarah Inman thanked the Committee for their past support and pending support and indicated she would entertain any questions the Committee may have. Nancy Ambrose echoed what Inman said and indicated she was appreciative of the support and thrilled with the results they have seen. Denis Hogan indicated that he also appreciated the support they have received from the Committee. He also indicated that they are leveraging private investment and they wish to continue on that path as they have seen tremendous results which they would like to sustain. They intend to continue to work with corporations and individuals in this regard.

-Tom Hinz and Craig Huxford, Veterans Court

Hinz wished to provide the Committee with some comments regarding Veterans Treatment Court and the court model. He indicated that this treatment court is modeled after one started in Buffalo, New York in 2008. Currently there are about 160 Veterans Treatment Courts around the country. Many of the court participants in Brown County carry baggage with them that they had long before being in the service. Each Veterans Court participant has a trained mentor that keeps pushing them along through the program. Hinz noted that there is very little recidivism with veterans in these programs. Hinz commented that when he was a police officer his attitude was to lock the offenders up and throw away the key, but he realizes now that that is not the appropriate way to deal with all offenders and he is always looking for ways to stop locking people up.

Hinz continued that there are currently 24 participants in Brown County's Veterans Treatment Court which started in March, 2012. He noted that of the 24 participants 23 are men and one is a woman and

he also noted that each has gotten into trouble, but none have repeated their behavior. There have been a number of success stories with the Court participants because the program works and specialty courts in general work. There are also 16 mentors that currently volunteer their time to mentor the Court participants. The motto of Veterans Court is "Leave No Veteran Behind". Hinz noted that the court is currently maxed out financially and they currently have 10 people on the waiting list. He felt that money designated for specialty courts is money that will show a good return on the investment. Without Veterans Court Hinz does not know what would happen to some of these folks and he felt that Veterans Court is a good way to give back to Veterans who have served our country.

-Karen Faulkner – Golden House

Faulkner stated she wanted to provide the Committee with a quick update on the Golden House. She stated that she had the opportunity to meet with Jim Hermans as well some supervisors from Child Protective Services as they have become much more focused in the children's area. One of the things they thought was happening is truly happening and that is that they are sharing a lot of the same families. From January through September of this year Golden House has served 243 children, 37% or 90 of the children are children that are at risk of needing child protective services based on what has happened or is happening in their home. Eleven percent are already involved in child protection and they have done 17 referrals of families that need child protective services. They are working on ways that parents can become proactive and they have also asked for additional funding from area foundations to be used for parenting education. Faulkner concluded by stating that they have had a great year working with child protection and she truly appreciates their support.

La Violette told Faulkner that she could not help but notice how hard she has worked to raise private funds and increase visibility of Golden House and thanked her for that work. Hopp thanked Faulkner for her presentation and stated that he participated in the Walk a Mile in Her Shoes Fundraiser earlier in the year and there has been a commitment from the Chairman of this Committee to participate in the event next year.

-Tom Martin – Family Services

Martin started by stating that he appreciates the support given to Family Services in the past and the thanked the Committee for this and the support they have given to the community partnership and Healthy Families programs. He is here tonight to talk about their budget needs. One of the areas they are falling short in is with regard to Our Place which is a CBRF that serves mentally ill people. This facility has highly regulated, trained, certified staff and without appropriate funding they would have to cut personnel which would cause the CBRF to be non-compliant and unable to operate. The second area with a shortfall is the Crisis Center which is really increasing in service delivery every year. Demands continue to increase substantially and having to place crisis calls on hold does not allow for the best decisions to be made. They are in need of more services in that area and more support from the Board. The other area they are lacking in is Willow Tree Child Advocacy Center where they work with children to give testimony in an appropriate manner. The number of children served in this program doubles from year to year and they are in need of additional County support if the program is to continue.

Veterans' Services

1. Review of 2014 Department Budget.

Holly Gajeski, Senior Benefits Specialist presented the Veterans' Services budget to the Committee. She stated that this is a cost to continue budget at present staffing of five and to maintain efficient and effective services to veterans and their families. Gajeski continued that they have reduced their operational costs as they anticipate being able to electronically submit claims to the Federal VA by mid-year resulting in cost savings in postage and copy costs. This is a major and positive development with the VA. Supportive services – emergency funds were also reduced due to the Center for Veterans Issues from Milwaukee and Supportive Services to Veterans Families from King outreach who regularly come to the office to assist homeless and at-risk veterans with housing and related needs allowing staff to still meet these needs using their grant funded programs.

Supervisor Haefs commented that this is a very important meeting. In his opinion, looking at the budget book, he felt that what it is really about is the employees of Brown County and how well they provide services. Quite frankly Haefs feels that from his long term with the Board that Brown County has excellent staff and employees. There is one area that Haefs struggles with and that is that there have not been raises for employees for several years. Over the past year he has continued to harp to find what is fair to the employees. He embraced Act 10 but there comes a point in time when employees also deserve something in return. He has been trying to figure this out for the last year. The Executive Committee was to look at this and Haefs has met with County Executive Streckenbach as well as Supervisors Erickson and Lund and basically what they were told was at that point in time the evaluation of the property, the \$1.1 million dollars in insurance and reduction in State aids, we were going to be within \$300,000 of the legal amount that taxes could be increased so they have been stuck and there was not much that could be done.

Haefs realizes now that things have changed and the fact of the matter is that it is not \$300,000 we can legally increase taxes, the fact of the matter is we can increase taxes \$4,403,801 but nobody is asking for that. However, we are offering property tax relief this budget to the tax payer. Haefs's question is how much can we increase the levy to be zero. We could add \$1,826,201 in levy and not raise property taxes so the numbers we heard before that were quite gloomy are not that gloomy after all and we have some room to operate.

Haefs continued that it was last month or the month before that the second vote was taken on health insurance. The vote was 26 to 0 to approve the health insurance the way it was. He voted with the majority because he knew he had to in order to reconsider. The second vote was 14 to 12 to approve the health insurance plan. The fact of the matter is we can increase the levy \$1.1 million dollars and not inflict the pain on our employees of additional health insurance cost. At the same point in time, we can still give property tax relief to the taxpayer.

Haefs continued that with the budget the way it is proposed, if you take people in the Veterans Services Office for example, and give the Clerk Typist a 1% raise, the Clerk Typist will take home less money in 2014 than they did in 2013. This would be asking people to come to work next year for less money. The reality is we do not have to do this. There also is a reality that we have bargaining units that still exist and this type of raise, 1%, and raised insurance costs are not being inflicted on them because they are in bargaining units. Basically when we need money or want to do something we take the people who

provide services and pump them into the ground needlessly. We handle the true needy people in the community and the employees do it wonderfully. What Haefs is trying to say is the game has changed.

Haefs continued that no one knows what the future holds. He believes what we should do is address the increase in insurance benefits. He noted that if the Board can hold the line on the insurance premium increase, a raise would mean more money in the employees' pockets. Haefs stated he previously asked Jerry Polus about his staff and Polus thought his staff was exceptional. Haefs felt that overall all of Brown County staff was exceptional and he felt that this Committee tonight has to set the stage for all committees and all employees and it is not that difficult.

Haefs reiterated that we can increase the levy by \$1.8 million dollars and not raise taxes. If we increase the levy \$1.1 million dollars we can erase the pain of the increased premium of our employees and still reduce the property taxes.

La Violette stated that she would like to know how much Haefs projects this to cost and she also wished to have verification from the Department of Administration that the figures provided are accurate. Haefs indicated that the figures came from the Internal Auditor. Internal Auditor Dan Process stated that the information he provided to Haefs indicates that the amount can go up by that much, but it is actually raising the tax levy. Haefs stated that information provided by Process stated that the additional levy amount to equal last year's rate is \$1.8 million dollars. County Executive Streckenbach stated that Process is correct in the information he provided. The information that Haefs is basing his figures on is based on the tax rate. What happens is that they did have a positive equalized value this year which lowered the tax rate. If taxes were based on the tax rate, you could in theory raise taxes 4.68 which would equate to the \$1.8 million dollars. Haefs stated at the present time he will pay less property taxes than he did last year on the average and he asked Streckenbach if that was correct. Streckenbach stated he was correct. Haefs stated that what he is asking is how much room is there on the average home to have a zero tax increase. Streckenbach stated that that is different than the tax rate in general. Streckenbach stated that it was approximately \$2,357.

Streckenbach continued that taxes have been flat the last two years, but the tax rate kept going up because the equalized value goes down and this is the first year in five years that we saw a positive trend and the first time in three years that we actually had a positive equalized value. Streckenbach stated that on average homeowners should see a decrease in their property taxes.

Haefs stated that if most people are going to pay less property taxes, there has to be room in there that we keep them the same in real dollars. Haefs then asked if we were to add \$1 million dollars to the levy, what that would mean for a \$100,000 home. Evans referred the Committee to Page 20 of the budget book.

Haefs asked what the balance of the general fund was and Process responded that the balance is \$34,341,550. Haefs stated that what happened was last year we ended up with a very tight budget and due to the diligence of the County employees they returned \$1 million back to the general fund. Haefs struggles with the idea that we are hell bent not to raise taxes. He has seen taxes raised many times in the time he has been on the Board. He felt that we have gotten to a point with employees where we have to compensate them as they are basically under the Board's thumb and we cannot continue to treat them this way, even if we have to raise taxes a little bit. If we were to add the \$1.1 million dollars for insurance to the levy, what does that rate really do? Haefs stated that an increase is when you have

more than what you started with. If you are taking it in insurance, you do not have an increase. If employees get a guaranteed 1% raise, employees will be losing money. If we went for the \$1.8 million dollars on the additional levy Haefs does not believe that the taxes on his home would increase.

Board Chair Moynihan understood Haef's position, but he felt that to expedite things at this meeting the motion should be made on the Board floor instead of going through each section of the Human Services budget. He also noted that some Committees have already held their budget meetings.

Supervisor Erickson stated that he has had numerous conversations on this with Haefs and they have had discussions regarding the \$1.8 million dollars and they both feel that doing something with this would help ease the insurance increase. They both felt that they could accomplish their goals for \$1 million dollars from the general fund to get it taken care of and move one.

Hopp stated that he wished to correct a couple of things. In looking at the budget numbers from past years he notes that spending has increased every year going back to 1989. In 2011 and 2012 monies were transferred which allowed the levy to go down. Last year was the first year a budget was put forth that actually decreased levy spending without any transfers taking place. He recalled last year's debate on the floor regarding the \$36,000 squad car. The squad car put us over spending from the previous year and would have continued the cycle he has seen based on numbers from Administration going back to 1989. Last year was the first year that spending was decreased. This will be the second year that spending is decreased, albeit by only \$2,372. Last year the tax levy was \$80,859,000 and the year previous it was \$80,862,000 and this year it comes down to \$2,300. Hopp's point is that when it was said before that they have not raised taxes but they have increased spending he finds that in the last years they have been able to spend less. He does understand where Haefs is coming from and he always has a problem with giving a raise but then jacking up something else that is going to eat up all the raise. He felt that we should stop doing a shell game with people's money. He indicated that healthcare costs are going up for everyone. He said it at the Executive Committee and he reiterated that at no fault necessary of individual employees, but over the course of history because of the situations that presented themselves, public employee health insurance packages are very good packages with very low premiums and very low deductibles. This does not do a family of four any good when they have been used to a certain premium that is going to increase and he understands that, but felt we have to start taking steps to start balancing this out. We have to start moving these things in the right direction and Hopp acknowledged that this could not be done overnight or in one year, but we have to start getting these things in check. He acknowledged that County employees do an excellent job with limited resources. As a member of the LEAN Steering Committee he is astonished at the monies that the employees find in savings to make the County run more efficiently and he felt the employees are worthy of a raise. What the County Executive has put forward with the 1 and 1 is a step in the right direction. We are going to be spending more on raises and employees will be spending more on health insurance but this is one year and when we start talking about making changes it affects all budgets to come. Right now things are upside down and it is tough, but we cannot not start. We have to start making changes now and we have to put this stuff in check. Hopp appreciates what Haefs brings forward but he would not support it at this Committee and he will not support it on the Board floor either.

Supervisor Lund stated that Supervisor Steffen asked earlier in the year if a situation like this should be presented as a communication on the Board floor. Lund felt that this would be the proper way to handle this. It does not really matter what action is taken at this meeting or the Executive Committee, and he also noted that two other Committees have already had their budget meetings. He felt a

communication should be put in and the mechanism to pay for this should be figured out so that it can be discussed at the full Board meeting. Doing this piece meal at every committee does not make sense and he also noted that not all supervisors attend all budget meetings.

Chair Evans stated that he appreciated this discussion and he felt it was healthy, however, as Chair of this Committee, he will not accept any motions with regard to messing around with the health insurance, either increasing or decreasing it or keeping it the same. He views the health insurance as an overall benefit to all employees of the County and he felt it would be doing an injustice by taking an up or down vote on any of the different departments and he felt it was better suited for the Executive Committee where a discussion can be had with all Chairpersons of the County Board are or at the full budget meeting.

Haefs thanked Evans for his view and asked Moynihan since this is a topic of general discussion if it could be brought up towards the beginning of the meeting. Moynihan indicated he would be agreeable to that. Haefs stated he wants people to really understand that there has to be a way we can do this and where he comes from fair and fair. He noted that page 243 of the budget book notes a nominal increase in supervisor pay and if that goes through the supervisors will get a raise while the employees will not and Haefs did not feel this was fair. The total tax levy is a confusing thing but he still felt there would be tax savings for homeowners. Haefs also noted that in his long term here it is incumbent upon the department heads to come to the podium and tell the board about their employees and stand up for them. The vote and how the Board handles it will be a reflection on the employees and how the administration views the employees.

**Motion made by Supervisor La Violette, seconded by Supervisor Hopp to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY.**

Syble Hopp School

2. **Review of 2014 Department Budget.**
 - a. **Resolution re: Approving New or Deleted Positions during the 2014 Budget Process (Syble Hopp).**

Item 2 was removed from the agenda.

**Motion made by Supervisor Robinson, seconded by Supervisor Hopp to approve Item 2a. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Aging & Disability Resource Center

3. **Review of 2014 Department Budget.**

Devon Christianson, Director of the Aging and Disability Resource Center presented their budget to the Committee.

Christianson thanked the Committee and the County Executive for their support and noted that without the County partnership their department would not be where it is. Christianson also covered four initiatives for 2014 and they are as follows:

1. **Memory Screening – Early Detection.** The ADRC has found that there is great interest in this by the public and early detection allows them to capture folks early to begin planning. Christianson noted that there are 397 nursing homes serving approximately 29,000 people in Wisconsin and almost 55% of their residence have a diagnosis of Alzheimer's disease or related dementia. Brown County has 703 people in this category.
2. **Nursing Home Relocation.** Christianson noted that in 1980 Wisconsin was ranked second in the nation for the number of nursing home beds per capita. Thirty years later Brown County has moved to 20th place. Brown County currently has 14 facilities and 1,279 beds and 565 on Medicaid in these facilities. ADRCs are charged with rebalancing the system.
3. **Prevention Coalition and Health Care Transitions –** Christianson noted that they are currently developing hospital partnerships with all four hospitals and all four are at the table. They are exploring processes and data about readmissions and how we can impact the system. Some potential areas are discharge plan teach back, medication access, understanding and affordability, communication and follow up. The ADRC role is in supporting those coming into the community. They also find the evidence based classes such as Living Well with Chronic Conditions, Diabetes, Falls Prevention, Arthritis, In Home Assessments and positive living and journaling are helpful.
4. **Mobilizing Informal Support –** All of the initiatives that support sustainable communities where neighbors help neighbors. Time Banking, Neighbor Care, volunteer opportunities – grant options and collaborations.

Motion made by Supervisor La Violette, seconded by Supervisor Robinson to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY.

Health Department

4. **Review of 2014 Department Budget**
 - a. **Resolution re: Approving New or Deleted Positions during the 2014 Budget Process (Health Department).**

Health Department Director Judy Friederichs indicated that the major changes in their budget are that they are proposing to add 1 FTE bilingual health aide who would be assigned to environmental programs. They do currently have bilingual employees who assist where needed, but the Health Department feels they need more of a commitment with a bilingual aide assigned to the Environmental/lab Division. This person would also help with other ancillary positions to assist the sanitarian to devote time to more professional type activities. Friederichs also noted some increases in lab and medical supplies and she would also like to look at the possibility of using a few thousand dollars to get a consultation in the lab. Friederichs continued that they also wish to upgrade their policies and procedures. Another major area which is funded through a preparedness grant is for a Mondo pad to assist with educational programs and Friederichs noted that they have a program almost every day going on and its getting more and more difficult to get technology to meet their needs.

III

Friederichs continued that there has also been a change in one of their grant areas in that they have been asked to be a fiscal agent for the regional trauma advisory committee. This will have some effect on expenses as well as revenue.

Friederichs also provided the Committee with an overview of some of the services and activities the Health Department is involved in. Their focus continues to be health promotion and disease prevention. They are currently persuading children to get their flu vaccinations. Communicable disease control is another big area they focus on. The Health Department also provides nursing visits on referral to a variety of special healthcare needs and health education needs including prenatal visits.

As far as environmental and lab services, they continue doing inspections and education and they also have a number of municipalities that contract with them for water testing and also do private well testing.

The public health emergency preparedness program works with a lot of communities and other agencies on preparedness and getting education out as well as helping their own staff with personal protective equipment and staff needs.

Friederichs continued by talking about some of the activities the Health Department had been involved in during the last year. These include billing MA for childhood lead poisoning and billing immunizations for HMO clients. They are also going through a strategic planning process and the target is to complete this by the end of the year. Friederichs also stated that they had a LEAN event at the end of 2012 and they are using some of the strategies learned.

Robinson thanked Friederichs and her staff for the work they do for the County and indicated that he does wish to echo the sentiments of Haefs in terms of looking at bottom line pay for employees. In principal he agrees that this needs to be examined. He asked Friederichs about the bilingual health aide they are looking to hire and asked if there is a need in the community or if someone is presently acting as translator for the Hmong community. Friederichs stated that they do have a health aide, a nurse and a nurse manager who have that capability. Robinson continued by asking Friederichs about the facility they currently occupy on Broadway. Friederichs responded that the building they are in currently is not one of their strengths. Friederichs indicated that she believes the current lease runs through 2014 and then they will be on a month-to-month basis. Friederichs continued that they like the geographical accessibility for the clients in their current building and that people can get in and out easily although she acknowledged that the neighborhood is not as safe as it used to be and the building is not in tip top shape by any means.

Haefs asked Friederichs to tell him about the employees. Friederichs responded that they're very hard working and are there because they feel they can make a difference in people's lives and that is why the majority of them took their jobs. She continued that there are different focuses within the department. She did feel that the staff is challenged in their jobs because the community is growing and becoming more and more complex. She sees her staff working harder and harder to meet the needs of the community within their budget constraints and a lot more work is going into evidence based practices and trying to look at how to improve what they do. Friederichs also noted that the staff takes pride in their environment, even with the limitations of it. For instance, they planted flowers outside of the building and will clean up the yard when it gets messy to give those coming in for services the best impression. Further, the management staff works very hard, long hours and typically arrive early and

stay late and work on weekends when needed. Haefs asked if morale is an issue in her department and Friederichs responded that sometimes staff gets discouraged and salary is one part of that while community issues are another part.

Evans asked how many employees have left the Health Department this year and Friederichs responded that three managers had left in the last several months. One retired, one left because her husband got a new job and one took another job elsewhere. They also had a staff nurse retire and there is also currently a sanitarian position vacant.

**Motion made by Supervisor La Violette, seconded by Supervisor Hopp to approve Items 4 and 4a.
Vote taken. MOTION CARRIED UNANIMOUSLY.**

Human Services Department

5. **Review of 2014 Department Budget.**
 - a. **Resolution re: Approving New or Deleted Positions during the 2014 Budget Process (Human Services – Community Programs).**
 - b. **Resolution re: Approving New or Deleted Positions during the 2014 Budget Process (Human Services - Community Treatment Center).**

Kral indicated that he would be happy to entertain any questions the Committee may have following their review of the budget book.

With regard to contracted services, Hopp noted a drastic increase and asked Kral to explain. Hopp stated that last year contracted services were \$851,000 and \$2.6 million dollars this year. Kral did not have the benefit of having the budget analysis prepared by the auditor in front of him. He was provided a copy and indicated that in response to their audit last year they are now running full expenses through the Bay Lakes Economic Support Consortium through their budget rather than separating out the money that is patched through to other counties.

Hopp then asked about Family Services and the Child Advocacy Center and noted there is a request in 2014 of \$100,000 for Willow Tree and this year \$55,000 had been budgeted which is holding the line for the last year. Hopp also noted that the Crisis Center and Our Place have asked for more than was budgeted. Kral indicated that those were budgeted status quo at 2013 levels. Hopp felt that there are a number of competing interests to prioritize and he did not wish to second guess Kral's prioritization and he probably would not have had a problem with this if there would have been some sort of an increase. But when over the last several years there has not been a concerted effort to go beyond the status quo, Hopp does not see the effort being put forth into Willow Tree. Kral responded that Willow Tree provides a valuable service that the County certainly appreciates but the service is not within the mandated services and it was prioritized accordingly. Hopp appreciated the explanation and informed the Committee that he agrees with the budget put forth by the Executive because it holds the line on spending and works well with the tax rate. He noted that La Violette has concerns with psychiatric care and Haefs has concerns about health insurance costs and he recalled at an earlier budget meeting for another committee funds were distributed for a master plan of \$80,000+. In the grand scheme of things, Hopp stated that if he is going to put something in the budget he is also going to take something out to hold the line. He felt there were areas this could happen and he felt that this should perhaps wait until the full Board meeting. Evans stated that Hopp could add money at this meeting if he wished and then at the full Board he could take money from someplace else.

Motion made by Supervisor Hopp, seconded by Supervisor La Violette to increase funding for the Child Advocacy Center by \$45,000. Motion withdrawn by Hopp.

Robinson stated he is extremely supportive of the work of Willow Tree, but he would not vote for this now because he does not know what we are sacrificing. Hopp agreed and withdrew his motion and stated that he will bring this forward later to keep it clean. Robinson stated that he would want to know where the \$45,000 is coming out of before he supports this. Hopp indicated that he has every intention of putting the \$45,000 in for Willow Tree at the full budget meeting and the intention at this point of taking it from the Museum.

Haefs wished to comment that in his years here he never got himself tangled up in preserving some sort of a raise. He votes on things on the merit and if we have to raise taxes that is just the way it is and it has been done plenty of times. If the Executive's budget has an omission it is up to the Board to add it. But also, if there is something that is excessive it should be taken out. He would have supported the motion the way it was but he will deal with this at the County Board.

Evans stated he felt it was important to note that while funding for Willow Tree is coming out of the Human Services budget, in actuality it is also saving the budgets of local law enforcement agencies and the District Attorney where in reality Willow Tree could go and charge back all these agencies for using the facility. He will also make this point at the County Board budget meeting.

La Violette stated that she agrees with Haefs's comments. She said that her constituents are very conservative and they do not tell her not to spend money but rather they ask her to spend money wisely so she is not afraid to vote for increases in the levy if it is decided that that is what is necessary. Having said that, La Violette recalled last year that she wanted to add another psychiatrist to the Human Services budget because she was appalled and ashamed when she heard that it takes six months for someone to get an appointment with psychiatrist at the Mental Health Center. At that time the Director of Human Services assured that he was handling the problem and that he had a plan in place to reduce the wait time. La Violette does not believe this has happened and in fact she now hears that it takes about nine months to get an appointment. In order for people to get into the Drug Court or Mental Health Court they will need to be under the care of a psychiatrist. She understand that it is hard to recruit a psychiatrist but a suggestion had been made to contract with Bellin or Riverside Psychiatric or some other clinic. She felt that this lag in receiving an appointment was contributing to homeless and criminal activity and she is ashamed that this is happening in our community. La Violette would like to know how actively Human Services is looking for a psychiatrist. She recalled being told that they were looking for a nurse prescriber to help alleviate the problem. Kral agreed with La Violette and stated that the wait list last year was about four months and now it is six months. He continued that what happened was that they lost an APNP that was contracted as she took employment elsewhere. They currently have two positions for nurse prescribers and if those positions were full Kral is confident the wait time would be reduced. He also stated that the wait time issue is not hard and fast and when people call for an appointment they are triaged and those who have urgent needs are able to be worked into the schedule within a few weeks. Interim HR Director Lynn Vanden Langenberg stated that they have an HR analyst working actively on recruiting a psychiatrist but she noted that there are not a lot of people with the credentials being recruited for.

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Robinson stated that he and Kral had talked on the phone earlier and Kral indicated that they had lost an APNP who was working 30 hours per week as she took employment elsewhere. Robinson asked if the APNP were offered full-time employment if she would have left. Although Kral could not answer with certainty, he felt that that may have increased the chances of retaining the APNP. Robinson stated his point was they talked a lot about pay scale but have not talked much about hours per week, both of which are budget dependent. Both of the two APNP positions that are currently open are 40 hours per week. Kral explained why the APNP was a 30 hour per week employee. Robinson felt that a short term solution would be to fill the two current APNP positions and he stated that he and Kral had talked about increasing the pay range for those two position to make them more attractive. Kral thought these positions had a pay range in the low seventies to mid to high eighties. Robinson suggested that we look to increase the pay range in an attempt to attract more qualified applicants. Robinson got the sense that we were recruiting in the middle of the market for both positions and he felt perhaps these figures should be increased. He did not know if this was something that should be taken care of now at budget time or if this is something that should be dealt with later, but it appeared that some of the positions that are in the budget would not be able to be hired by January 1 and perhaps some of the savings from not hiring right on the first of the year could be applied to raising the pay scale.

Evans stated that this could be done now, however, he'd rather see this reviewed by Kral and Human Resources and then have it adjusted from there. He felt it would be a little more formal by going through Committee and Human Resources and saying we have not been able to recruit and thus have to increase the pay scale.

Kral wished to make the Committee aware that there are a limited number of people whose credentials would fit these positions and he also noted that there is a community wide shortage in psychiatry and when they raise the issue that they are having a difficult time recruiting they hear that many others are having the same issues. Robinson understood this and stated that that is all the more reason for us to try to increase the attractiveness of the positions. His thinking is if we raise the pay scale and get somebody where we could not get them before, then maybe that made the difference while if we raise the pay scale and still do not get anybody, we are not out any money.

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to ask staff to look into raising the pay scale for the APNPs by \$10,000 and come back with a report and study as soon as possible, preferably at the November Human Services meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

Evans state that he would support that motion but he was still concerned about the wait time and he realizes from talking to people at Bellin that they are also having difficulties trying to find psychiatrists. He felt that a soft recruit would be a good idea and as we get resumes in a determination can be made as to whether there are dollars in the budget. Kral is open to that and noted that they have received applications, but none have had the appropriate credentials. Also of note is that a psychiatrist has been hired as of this past Monday and they are using savings from the APNP to fund that position at this time.

Robinson then stated he had some questions with regard to information contained on Page 129 of the budget book. He stated that the top of the page indicates that there is approximately \$6 million dollars of funds projected as available as of January 1, 2013. Tim Schmitt responded that it was the community programs fund balance. Robinson asked if there is a policy as to what the fund balance should be. Kral and Schmitt were not aware of any policy.

Motion made by Supervisor Robinson that we come up with a policy for what the appropriate fund balance is and how funds are designated in fund balance for clarity sake in the future. No second.

Robinson continued that if you combine the community programs and CTC there is about \$8.4 million dollars of fund balance at the beginning of 2013. Robinson asked of that \$8.4 million dollars, how much is designated to projects? Kral responded that it is difficult to say. Schmitt added that several years ago there was \$1 million dollars that was informally designated for projects for EMR technology projects and that money is still on the balance sheet but it is not formally designated.

Robinson stated if he is reading this correctly, at the end of the budget year we are projected to have \$8.8 million dollars in these two accounts combined. Schmitt confirmed this and Robinson stated that the fund balance for Human Services increased by \$400,000 from the beginning of 2013 and what is projected for 2014 and Robinson asked why. He felt that if we are trying to come up with money for Willow Tree, the Crisis Center and other things, he does not understand why we would budget to increase the fund balance when there is no policy to begin with. It would seem to him to be more prudent to keep the fund balance the same and use the \$400,000 in other areas where there is a great need.

Carolyn Maricque stated that similar to the general fund, there should be a fund balance in Community Programs due to the size of their operating budget. Of that they have identified some projects and other items that will use some of these funds such as high cost clients, Family Care and the CTC conversion.

Hopp asked if the \$15 million dollars in the general fund includes the \$6 million dollars and Maricque confirmed that that is correct. The general fund is basically the County's savings account or protection fund. In essence that \$15 million dollars covers the entire County. Maricque confirmed that and further stated that it is good to carry a fund balance. Hopp felt that allowing Human Services to carry a fund balance was like double insurance.

Robinson strongly reiterated that he felt we need a fund balance policy. He is also still of the belief that the fund balance should not be growing and he maintained that we have \$394,000 that we should be looking to use differently than growing our fund balance. Robinson felt this money should be spent on things the community needs. Kral stated that to spend the projected money would be a gamble in that nobody knows if 2014 will be as good of a year as 2013 was.

Robinson related that he had received a phone call from a woman who made the general point that she was having trouble getting services for a person she had guardianship over within the human services realm of the County. Part of that she was told was a cut in services due to funding for a particular program she needed. Robinson stated that he told the woman he could make some phone calls to see if he could help but she said she heard that Human Services had saved some money but that money has gone back in the general fund and not reinvested into Human Services programs.

Robinson continued that if Human Services is saving the County money, that money should be reinvested in the programs in that area due to the huge need our community has. Robinson strongly believes that if they made the effort to save money it needs to be plowed back into this area of work.

Hopp stated that the total amount needed for Family Services was \$115,055 and he stated that the Committee and the Board would have the right to transfer that amount of money from the fund balance and he wished to do so. Maricque stated that expenditures from the fund balance should be for one time only items.

Evans stated that he looks at fund balances as a cushion. He stated that highest percentage of dollars in the general funds are tax dollars. He does not mind having a savings account or something to fall back on if we need it. He looks at where the County has been financially over the years and he certainly is in 100% support of taking funds out of Community Programs to fund the request of Willow Tree and the Crisis Center and Our Place, but the fact is if we look at these three programs, there are no other programs that provide similar services. He stated that \$115,000 is a lot of money, but it would be going to specific programs that are very much in need of funding. He does not look at taking any money out of the fund balance as creating a structural deficit, especially since he has seen that there are no other specific areas that these funds have been designated to.

Hopp also agrees with the concept of the savings and working to save money, but he does not necessarily want to make a blanket rule that money should not be returned to the general fund. He noted that when general funds start to get inflated, there are suggestions of the use of the funds that do not always materialize and then the money never comes out of the general fund and five years later the funds are spent on something else. What Hopp would like to do is make a transfer from the Community Programs fund balance \$115,055 in support of the programs of Family Services.

Kral indicated that they expect the fund balance to be allocated to entry into Family Care however, Evans stated that we do not know when Family Care will be implemented. Robinson stated state more likely than not we would be entering into Family Care in 2015. Evans stated that he would argue with this in that he does not feel it was an appropriate statement because nobody knows when Family Care will be implemented. Robinson asked how much Kral would estimate that he would have to take out of the fund balance to implement Family Care. Schmitt stated they have designated \$6 million dollars at the end of the year and \$2.3 million dollars of this fund balance would be needed for the Family Care roll out. He also noted that high cost clients should also be considered.

Robinson felt this conversation was starting to go in the opposite direction it started out at. At the onset he was told that the Community Programs fund balance did not have items designated for use. Schmitt stated that although the items have not been designated formally they have not been restricted. Robinson asked of the \$6.6 million dollar fund balance, what is the intention to use that for. Maricque responded that they intend to use \$400,00 for EMR and CTC renovations of \$1 million dollars. This discussion continued but was inaudible at points.

Robinson said he would not support a motion made tonight, not because he does not support the principal, but rather because he does not want us to make a recommendation tonight because he would like to spend a little time thinking about what other options there are. Clearly and understandably so, Kral walked in not knowing they were going to have this conversation about this money. Robinson would be curious to know what would be one time uses for the amount of \$150,000 and what would make the most sense in the Human Services Department to use those funds. He stated that last year the issues that got the most attention was mental health care and child protection issues. His inclination

would be to look at those two areas and that is where Robinson's bias is. He would like to see a little time given for other considerations and then have this taken up at the full Board.

Haefs stated that these decisions are to be made at the Committee level. He acknowledged that Human Services has a target to meet and there is a political aspect that nobody wants to raise taxes. The Department heads have to bring such a budget to the Committee and it is the Committees' job to ask questions and decide if they deserve merit. These are three good programs and Haefs does not have a problem funding them. Transferring money for these programs sounds reasonable and he will support the motion.

Evans added that he has had 12 years to think about it as that is as long as he has been on Human Services. He continued that he has vetted all of the programs and there are a lot of organizations that provide really good services. The biggest item that he wants to talk about is that this is the Board's budget. He stated that he felt Executive Streckenbach also sees the merit in these three programs or he would not have included funding. But now it comes to the County Board and it is our turn to look at this and we have the ownness to say we are going to take money from one place and put it towards the three programs that are worth being funded.

Motion made by Supervisor Hopp, seconded by Supervisor Evans to transfer from Community Programs fund balance the amount of \$115,055 in support of the Crisis Center for \$36,495, Our Place for \$33,560 and Willow Tree for \$45,000. Vote taken: Ayes: Hopp, La Violette, Evan, Haefs, Nay: Robinson MOTION PASSED 4 to 1.

Haefs stated he wanted to extrapolate on the general fund and he wanted to know how many funds we could do something like this with. Maricque stated that there are several. Haefs is a little confused on the general fund. Over the course of the year if the employees and administrators do their job any excess gets put into the general fund. He felt it was ironic that the staff performs well and saves money and then it seems not touchable. He reiterated that things paid out of the general fund should be a one-time expense. If money were taken out of the general fund to offset insurance costs that would qualify as a one-time expense. Streckenbach stated that anything other than a one-time deduction could create a structural deficit.

Haefs asked if there was any way that between now and the County Board meeting staff could get together to see if this could be worked out somehow for a one-time bonus payment to staff members from the general fund to help offset insurance costs. Streckenbach brought up the comp and class study currently being worked on and noted the best way for us to solve and give the people in this room more money is to embrace the class and comp study. However, if the County Board felt they would like to take a million dollars and give additional amounts to staff to offset insurance the County Board could do it. He also noted that the County insurance program is a very good program. Haefs asked again if this was something the Executive court work on with staff to show some good faith to the employees. If there is money there, Haefs has no problem doing this and he felt that there would be a lot of supervisors on his side with this. Streckenbach stated that he would work on this.

Robinson referred to the list of purchased services in other areas that go by generic names and each month they get a list of contractors and what they are paying the contractors. He would find a list of contractors that fulfill a specific role helpful. He was trying to find NEW Community Shelter on the list and he ended up looking it up by the budgeted amount. Kral stated there would be a lot of workload to

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this and the reason it is summarized is because if it was broken down the reports would be hundreds of pages long. Robinson also talked about purchased services and noted that there is a \$3.1 million dollar line item and he would like this broken down a little bit with more clarity.

Robinson concluded by asking what it would take to get a fund balance policy set for all fund balances so we do not have the same conversation we had earlier next year. Maricque stated that it will take work at the department level. Robinson felt this would need to be comprehensive policy as once a fund balance is seen it would become very easy to spend the money. Robinson asked if what he is asking is complicated and Maricque responded that it needs to be done.

Motion made by Supervisor La Violette, seconded by Supervisor Robinson to approve the Human Services budget as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor La Violette, seconded by Supervisor Robinson to approve Items 5a and 5b. Vote taken. MOTION CARRIED UNANIMOUSLY.

NON-BUDGET ITEMS

6. Review Minutes of:

- a. Aging & Disability Resource Center of Brown County Board (September, 2013).
- b. Children with Disabilities Education Board (September 25, 2013).
- c. Community Options Program Planning Committee (September, 2013).
- d. Human Services Board (October 10, 2013).

Motion made by Supervisor Hopp, seconded by Supervisor Robinson to suspend the rules and take Items 6 a – d together. Vote taken. MOTION CARRIED UNANIMOUSLY.

Motion made by Supervisor Hopp, seconded by Supervisor Robinson to receive and place on file Items 6a – d. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public – Non-Budgetary Items

None.

Report from Human Services Chair, Patrick Evans

Human Services Department

7. Executive Director's Report.

Motion made by Supervisor Hopp, seconded by Supervisor La Violette to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. Financial Report for Community Treatment Center and Community Programs.

Motion made by Supervisor Hopp, seconded by Supervisor La Violette to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

9. **Statistical Reports.**

- a. **Monthly Inpatient Data – Community Treatment Center.**
- b. **Monthly Inpatient Data – Bellin Psychiatric Center.**
- c. **Child Protection – Child Abuse/Neglect Report.**
- d. **Monthly Contract Update.**

Motion made by Supervisor Hopp, seconded by Supervisor Robinson to receive and place on file Items 9 a-d. Vote taken. MOTION CARRIED UNANIMOUSLY.

10. **Request for New Non-Continuous Vendor.**

Motion made by Supervisor Hopp, seconded by Supervisor La Violette to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

11. **Request for New Vendor Contract.**

Motion made by Supervisor Hopp, seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Other

12. **Audit of bills.**

Motion made by Supervisor Hopp, seconded by Supervisor Robinson to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY.

13. **Such other Matters as Authorized by Law.**

Motion made by Supervisor Hopp, seconded by Supervisor Robinson to adjourn at 9:36 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Therese Giannunzio
Recording Secretary

III

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD MEETING

October 24, 2013

PRESENT: Tom Diedrick, Lisa Van Donsel, Keith Pamperin, Larry Epstein,
Joan Swigert, Bill Clancy, Steve Daniels, Pat Hickey, Melanie Maczka,
Barb Robinson, DonaJane Brasch, Beth Relich

EXCUSED: Marvin Rucker

ALSO PRESENT: Devon Christianson, Christel Giesen, Debra Bowers, Arlene Westphal,
Laurie Ropson, Snooky Zuidmulder, Sandy Groeschel, Jeremy Slusarek,
Diana Brown, Denise Misovec

The meeting was called to order by Chairperson Diedrick at 8:35 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: None

ADOPTION OF AGENDA: Ms. Hickey/Mr. Epstein moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 26, 2013:

Ms. Maczka/Ms. Robinson moved to approve the minutes of the regular meeting of September 26, 2013. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT: Ms. Bowers reviewed the September 2013 Financial Highlights (enclosure) indicating that we are underspent in Salaries and Fringe. Due to the Nursing home Relocation initiatives, Medical Assistance Administrative Dollars are over budget by \$60,000; and, the Nutrition Program reflects a favorable budget savings of over \$100,000. Ms. Bowers will provide estimated end of year revenues and expenditures at the December meeting.

Mr. Pamperin/Ms. Van Donsel moved to approve and place on file the September 2013 Financial Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Board members reviewed the Restricted Donation Report. The total additions for the month of September were \$200 for agency use.

Ms. Relich/Mr. Epstein moved to approve the \$200 Restricted Donation received in September, 2013. **MOTION CARRIED.**

CASA ALBA & PROJECT TO REACH ELDERS WITHIN THE HISPANIC COMMUNITY –

SR. MELANIE: Sr. Melanie Maczka distributed a brochure on a Hispanic Resource Center known as Casa ALBA that provides a welcoming atmosphere for Spanish speaking residents of the greater Green Bay area. The goal of Casa ALBA is to establish personal relationships with the Hispanic Community. In addition they will collaborate with area service providers to avoid duplication of services.

Sr. Melanie's informational report focused on the development of programming and services for senior Hispanics, or "Tercera Edad" following soliciting input from the population itself. She highlighted the recruitment of Hispanic elders in order to identify needs and interests. Their intent is to do outreach and expand services in accessible locations. Some of the various challenges identified were transportation, accessible funds, eligibility for services, and language and cultural differences.

STAFF REPORT – JEREMY SLUSAREK, ADRC NUTRITION SITE COORDINATOR & ADRC RURAL OUTREACH COORDINATOR:

Mr. Slusarek described his dual roles at the ADRC. As the ADRC's Nutrition Site Coordinator he provides nutrition and socialization programs at the Add LIFE Center downtown. Mr. Slusarek described the program he has created in order to help seniors and persons with disabilities get out, stay active, and have fun: Wii Bowling including a quarterly tournament, working with the UW Extension on a gardening class, A Peek at the Past , Creative Cookies, setting up picnics, holiday parties, and helping with bake sales. Besides his popular Brewer Bus Trip, this year Jeremy arranged educational visits to the Amish Country, a Mega Farm, a Cheese Factory, and the De Young Zoo. Some of our present and past board members have been actively engaged in these activities.

As Rural Outreach Coordinator, Mr. Slusarek has been building relationships in the Denmark Community with churches, service clubs, business associations, the school district and the Denmark Senior Advisory Board. His goal has been to increase participation at the senior center and offering ADRC services to this satellite location. He has partnered with Red Cross to provide trips to Green Bay for shopping, dining and access to pharmacies. There are plans for transportation to the Add LIFE Center in Green Bay to participate in other activities.

The Board had approved private donations last year that have enabled us to add Mr. Slusarek's two year half-time Rural Outreach position allowing us to build our connection to our rural communities.

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REPORT OF NOMINATIONS AND HUMAN RESOURCE COMMITTEE: Mr. Diedrick, reported that the Nominations and Human Resource Committee met earlier this morning and reviewed the newly developed staff evaluation form, merit increase criteria, the director's evaluation process, and nominations for the ADRC Board in 2014. Mr. Diedrick shared that the County Executive has approved a 1% salary increase for staff and in addition opened the opportunity for individual merit performance opportunity. He reported that Committee discussed the criteria and protocols for implementing the merit performance opportunity. Mr. Diedrick noted that it is important to reiterate that this is a one-time increase and there is no guarantee that it will be offered in succeeding years. Both management and staff have had the opportunity for input in the process. Mr. Pamperin mentioned that the Nominations and Human Resource Committee has reviewed the evaluation process and has given guidance to the Director. The Committee had positive comments about the approach the ADRC is taking towards the merit opportunity, particularly that it is goal based rather than output based.

Ms. Swigert shared her concerns about merit based systems in general and that she believes it can create a competitive instead of collaborative environment.

Sup. Clancy commented on the mixed feelings regarding merit raises but felt this was a step in the right direction.

Ms. Christianson offered to speak to anyone individually on the subject who may need more clarification. She added that it is always our intention to be consumer driven and supportive of staff.

Mr. Pamperin/Sup. Clancy moved that the board approve the evaluation process as recommended by the Nominations and Human Resource Committee. Ayes: 11 Noes: 1 Ms. Swigert **MOTION CARRIED.**

Mr. Diedrick explained that the Nominations and Human Resources Committee is also responsible for evaluating Ms. Christianson and her position. The process of evaluating the Director is based on meeting the goals of the agency. At the beginning of the year Ms. Christianson created her goals and will now send each Committee Member her status on developments in each of those areas. All Board Members have the opportunity to e-mail comments regarding Ms. Christianson's performance to Mr. Diedrick to be incorporate into his comprehensive report as part of her evaluation process.

The Committee also addressed reappointment of current Board Members who have served one three-year term and are up for reappointment to a second three-year term. Ms. Robinson, Ms. Van Donsel, Ms. Hickey, and Mr. Rucker have offered to serve a

second term and it is the recommendation of the Nominations and Human Resources Committee that we reappoint them in accordance with our by-laws.

Mr. Pamperin/Ms. Brasch moved to approve the reappointments as indicated. **MOTION CARRIED.**

Mr. Diedrick noted that we also need to fill the positions of Ms. Brasch and Sup. Clancy who will be leaving the board after completing their two three-year terms. The County Executive has recommended Sup. Corrie Campbell to fill Sup. Clancy's position. Ms. Campbell is a Brown County Supervisor who is originally from the Green Bay area, has been a writer, a journalist, an advocate, has used our services for aging relatives, and is grateful for the opportunity to serve on our board.

The recommendation to fill Ms. Brasch's position is Lori Rasmussen who would be representing the mental health population. Ms. Rasmussen has years of advocacy in the area of mental health, has served on the Board for the Depression and Bipolar Support Alliance, has been an Allouez Trustee, provides peer support for individuals, and has been an advocate for people with mental health.

It is the recommendation of the Nominations and Human Resources Committee to endorse Corrie and Lori for board positions. Ms. Maczka/Ms. Hickey moved to approve Corrie Campbell and Lori Rasmussen as new members of the Board effective January 1, 2014 through December 31, 2016. **MOTION CARRIED.**

Mr. Diedrick asked for nominations or volunteers to serve in the role of Treasurer which became vacant with Ms. Brasch leaving the Board. The Treasurer represents the Board's objective view of our finance reports, paychecks, or major contracts. Ms. Van Donsel nominated Ms. Relich. Mr. Diedrick asked three times for any other nominations for the position of Treasurer from the floor. LOOK THIS UP.

Mr. Pamperin/Ms. Swigert moved that nominations be closed and a unanimous ballot be cast for Ms. Relich as Treasurer. **MOTION CARRIED.**

FAMILY CARE UPDATE: Ms. Christianson briefly reviewed the Northeast Wisconsin Family Care CEO Report (enclosure). She indicated that December will be an important month as a decision will be made as to how Family Care will roll out with an anticipated goal date of July, 2015.

DIRECTOR'S REPORT:

- A. **BUILDING UPDATES: APPROVAL OF REMODEL BUDGET:** Ms. Christianson distributed a budget transfer request of \$91,068 - \$100,000 for building remodel expenses. In early June the board approved funds for architect services to create plans for this project. This remodel will create five additional office spaces to

accommodate our growing staff. The resources for this office space remodel come from an additional State Allocation of Funds related to our being a Generation II in the preparation for the expansion of Family Care.

Ms. Van Donsel/Mr. Epstein moved to approve the \$91,068 - \$100,000 range budget transfer request. **MOTION CARRIED.**

- B. **BOSTON COLLEGE AND CSWE:** Ms. Christianson noted that she was in Boston along with several UWGB professors at the National Center for Participant Directed Services integrating these concepts into social work curriculum and practice. Wisconsin is one of eight states to receive the Enhanced Options Counseling Grant opening the opportunity for this partnership. This project will provide stipends for students to work with older adults and persons with disabilities in an ADRC environment
- C. **POLICY UPDATES: THE STANDARD:** Ms. Giesen reported that 3 years ago Brown County contracted out the management of their Family Medical Leaves. In 2014 Brown County will contract with with Standard Insurance or "The Standard" to manage their leaves and absences. They have invited us to join under their contract. Not only will The Standard offer us their expertise relating to state and federal laws, but it will create simplicity for staff enabling them to call one number and receive prompt service.
- D. **UPS GRANT:** After learning of a UPS Grant for \$5600 and having a very small window to apply, Ms. Christianson proceeded with the application. Today Ms. Christianson is requesting board approval.

Ms. Relich/Ms. Van Donsel moved to grant permission to submit the UPS Grant Application. **MOTION CARRIED.**

- E. **LOCAL TRANSPORTATION PLAN:** Ms. Christianson shared the 2013 Coordinated Public Transit-Human Services Transportation Plan for Brown County (enclosure) with Board Members. She noted that this plan will inform them of where the gaps in services are before approving the s.85.21 Transportation Grant Application in December.
- F. **CONTRACT AMENDMENTS: RED CROSS, NEW CURATIVE:** Ms. Christianson reported that after having set our budget we received a \$17,000 increase in our s.85.21 allocation based on the percentage of older individuals and individuals with disabilities in our county. It is our desire to pass this on to our American Red Cross Contract to help alleviate their flat funding and support additional initiatives.

GWAAR informed us that other counties were unable to utilize all of their AFCSP (Alzheimer's Family & Caregiver Support Program) dollars by the end of 2013. We agreed to accept and reallocate those dollars to N.E.W. Curative to continue to help support their programming.

Ms. Van Donsel/Ms. Swigert moved to approve the American Red Cross & N.E.W. Curative Contract Amendments. **MOTION CARRIED.**

LEGISLATIVE UPDATE:

Ms. Hickey expressed concern about information she received regarding legislation that restricts the use of sheltered workshops. As an advocate, she believes many sheltered workshops provide many important and positive roles in our community. Ms. Relich validated this viewpoint. Ms. Hickey also described information she secured over the internet regarding parental rights of children with disabilities. Ms. Hickey did not have specific written information today but will share information as it becomes available. Ms. Christianson asked the board if they would like a panel of community providers to provide information at a future meeting. They all agreed. Ms. Christianson clarified the role of the ADRC in Wisconsin's Regional Enrollment Networks and the Health Insurance Marketplace and referenced the document enclosed in the board packet.

ANNOUNCEMENT: Mr. Pamperin complimented the agency and staff on the Wellness Center Grand Opening and the educational sessions that were held on Tuesday and Wednesday. Many board members were in attendance.

NEXT MEETING – December 10, 2013 – ADRC Staff and Board Holiday Appreciation Lunch: Meeting 11:00-12:00; Lunch 12:00-1:00, Education Program 1:00-3:00: Mr. Diedrick reminded members that the next Board Meeting will be held on Tuesday, December 10, at 11:00 a.m. followed by a Holiday Appreciation Lunch and an Educational Program.

ADJOURN: Mr. Epstein/Ms. Hickey moved to adjourn. **MOTION CARRIED.** The meeting adjourned at 10:21 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

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**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY NOMINATING & HUMAN RESOURCES MEETING**

October 24, 2013

PRESENT: Beth Relich, Keith Pamperin, Lisa Van Donsel, Tom Diedrick

ABSENT: Joan Swigert

ALSO PRESENT: Devon Christianson, Arlene Westphal

The meeting was called to order by Chairperson Diedrick at 7:40 a.m..

ADOPTION OF AGENDA: Ms. Relich/Mr. Pamperin moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF August 22, 2013: Ms. Van Donsel/Ms. Relich moved to approve the minutes of the August 22, 2013 meeting. **MOTION CARRIED.**

NEW EVALUATION TOOL AND MERIT COMPENSATION: Ms. Christianson reviewed with the committee the County Executive's approval of a 1 % cost of living raise for which the county is providing the resources. The County Executive has also given us the opportunity to develop and implement a 1% merit based increase; however, the county will not be providing the resources for this increase. Ms. Christianson explained that our original budget had included a 2% salary increase prior to the County Executive's plan to allow a 1% cost of living and a 1% merit based compensation. The ADRC does have the additional resources to offer the one-time merit increase.

- A. STAFF FEEDBACK FORM:** Ms. Christianson explained that the Staff Feedback Form (enclosure) was developed as a tool for her to use in evaluating supervisors for merit increases. This form would be helpful in determining how the Coordinator is progressing with the development of their employees from the employees perspective. It was also suggested that "supervisor" be changed to "coordinator" on all documents to coincide with the organizational chart. Ms. Christianson will make the change.
- B. STAFF EVALUATION:** Ms. Christianson distributed a draft (handout) of a newly developed Staff Performance Evaluation Form. She explained that the current Staff Performance Model is extremely detailed, very specific to each job description, and very time consuming. After giving this approach a lot of thought and energy, management decided to shift this to a more generalized model providing more flexibility to the evaluation. (Enclosure).

Ms. Christianson also discussed the criteria established for the Merit Performance Opportunity (handout). She began by noting that both management and staff have had an opportunity to contribute to this criteria. Ms. Christianson reviewed the principles involved, gave examples, and stressed that this is not about comparing one employee to another or a point system, but a goal system based on each individual's goals and their contributions to the ADRC Culture. Discussion ensued with the committee offering guidance to the Director.

Mr. Pamperin/Ms. Relich moved to approve moving forward with the Merit Performance Opportunity. **MOTION CARRIED.**

- C. DIRECTOR EVALUATION PROCESS:** Ms. Christianson asked for clarification of the Director's Evaluation Process. Mr. Diedrick suggested that Ms. Christianson respond to the committee on the agency goals that were set at the beginning of the year, the committee will forward their comments to Mr. Diedrick, which he will compile to be used for Ms. Christianson's evaluation. The committee agreed by consensus.

Ms. Christianson expressed concern regarding her participating for a Merit Increase. It was the consensus of the committee that Ms. Christianson's salary increases would be based on her evaluations. Ms. Christianson was directed to also include in her evaluation process what she has done and plans to do to contribute to her physical and emotional health.

NOMINATIONS FOR 2014 BOARD MEMBER-MENTAL HEALTH, COUNTY BOARD: Ms. Christianson brought the following potential board members to the Nominations Committee for presentation to the Board:

A. APPOINTMENTS AND REAPPOINTMENTS: Ms. Christianson presented Supervisor Corrie Campbell as the County Executive's recommendation to replace Sup. Clancy as the Brown County Board Representative. Ms. Campbell is originally from the Green Bay area and is eager to serve.

Lori Rasmussen is a recommendation of Ms. Van Donsel's and would be replacing Ms. Brasch representing the mental health population. Ms. Rasmussen's background includes serving on the Depression and Bipolar Support Alliance Board, is an advocate and provides peer support, and is in touch with the population of those with mental illness.

Ms. Christianson noted that these are the two nominations on the floor. She also contacted Ms. Robinson, Ms. Van Donsel, Ms. Hickey, and Mr. Rucker who are all eligible for reappointment to an additional three-year term and they have all agreed to do so. Ms. Christianson also clarified that these terms run from January 1, 2014 through December 31, 2016.

Ms. Relich/Mr. Pamperin moved to approve Ms. Campbell and Ms. Rasmussen as new members of the Board and to recommend approval of those individuals who are eligible for reappointment as noted above.

ADJOURN: Mr. Pamperin/Ms. Van Donsel moved to adjourn. The meeting adjourned at 8:26 a.m.
MOTION CARRIED.

Respectfully submitted,

Arlene Westphal, Secretary



ADRC SUMMARY REPORT

Fiscal Year to Date 09/30/13

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 900 - ADRC							
Department	093 - ADRC						
	REVENUE						
4100	General Property Taxes	852,827.00	.00	852,827.00	.00	100	890,150.00
4301	Federal Grant						
4301.OPC	Federal Grant Options Counseling	.00	.00	.00	.00	+++	13,276.00
4301.IIIB	Federal Grant Title IIIB	169,377.00	14,113.00	134,089.00	35,288.00	79	151,707.00
4301.IIID	Federal Grant Title III-D	12,032.00	1,002.00	9,525.00	2,507.00	79	10,896.00
4301.IIIE	Federal Grant Title III-E	84,151.00	7,012.00	66,619.00	17,532.00	79	73,785.00
4301.NSIP	Federal Grant Nutrition Service Incentive Prog	79,079.00	3,189.00	83,352.00	(4,273.00)	105	59,345.00
4301.SHIP	Federal Grant State Health Insurance Program	3,800.00	.00	5,800.00	(2,000.00)	153	3,800.00
4301.EBSMA	Federal Grant Elderly Benefits Specialist MA	65,001.00	5,049.00	51,635.00	13,366.00	79	50,707.00
4301.IIIC1	Federal Grant Title III-C-1	376,396.00	31,366.00	297,980.00	78,416.00	79	293,020.00
4301.IIIC2	Federal Grant Title III-C-2	129,731.00	10,811.00	102,704.00	27,027.00	79	124,536.00
4301.MIPPA	Federal Grant Medicare Improvement for Patient	.00	.00	.00	.00	+++	14,937.00
4301.ADRDMA	Federal Grant ADRC - MA	797,477.00	67,012.00	698,867.00	98,610.00	88	602,895.00
	4301 - Federal Grant Totals	\$1,717,044.00	\$139,554.00	\$1,450,571.00	\$266,473.00	84%	\$1,398,904.00
4302	State Grant						
4302	State Grant	.00	.00	.00	.00	+++	1,489.32
4302.EBS	State Grant Elderly Benefits Specialist	33,438.00	2,787.00	26,472.00	6,966.00	79	33,438.00
4302.MED	State Grant Medicare Part D	13,112.00	.00	13,112.00	.00	100	13,112.00
4302.SCS	State Grant Senior Community Services	12,709.00	1,059.00	10,061.00	2,648.00	79	11,650.00
4302.ADRG	State Grant ADRC Grant	1,377,498.00	106,573.00	1,122,709.00	254,789.00	82	1,216,814.00
4302.FALL	State Grant Falls Prevention	.00	.00	.00	.00	+++	12,439.00
4302.AFCSP	State Grant Alzheimers Family and Caregiver	84,590.00	7,049.00	66,967.00	17,623.00	79	77,541.00
4302.TRANS	State Grant Transportation s.85.21	476,570.00	.00	509,466.00	(32,896.00)	107	476,570.00
4302.COPHDM	State Grant Home Delivered Meals	63,468.00	4,483.62	49,042.80	14,425.20	77	49,609.38
	4302 - State Grant Totals	\$2,061,385.00	\$121,951.62	\$1,797,829.80	\$263,555.20	87%	\$1,892,662.70
4309	Other Grant Revenue	.00	900.00	900.00	(900.00)	+++	.00
4600	Charges and Fees						
4600.100	Charges and Fees Caregiver Classes	.00	200.00	210.00	(210.00)	+++	.00
4600.200	Charges and Fees Senior Classes	18,000.00	.00	1,129.00	16,871.00	6	4,945.35
4600.210	Charges and Fees Day Trips	.00	1.00	15,140.00	(15,140.00)	+++	9,954.00
4600.230	Charges and Fees Exercise Room	.00	22.00	187.00	(187.00)	+++	180.11

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Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
4600.250	Charges and Fees Newsletter	2,800.00	100.00	2,385.00	415.00	85	2,620.00
4600.500	Charges and Fees Prevention	.00	395.00	2,942.75	(2,942.75)	+++	2,965.99
4600.600	Charges and Fees Driver Escort	3,000.00	58.00	1,307.00	1,693.00	44	937.00
4600.610	Charges and Fees In-home Worker	.00	48.00	575.00	(575.00)	+++	605.00
4600.700	Charges and Fees Community Service	5,000.00	40.00	5,890.00	(890.00)	118	12,147.50
	4600 - Charges and Fees Totals	\$28,800.00	\$864.00	\$29,765.75	(\$965.75)	103	\$34,354.95
4601	Sales						
4601	Sales	.00	.00	460.00	(460.00)	+++	355.00
4601.300	Sales Vending	.00	57.03	638.33	(638.33)	+++	892.51
4601.500	Sales Serooav's	.00	31.50	475.90	(475.90)	+++	202.50
4601.800	Sales Raffle	.00	.00	57.00	(57.00)	+++	12.00
	4601 - Sales Totals	\$0.00	\$88.53	\$1,631.23	(\$1,631.23)	+++	\$1,462.01
4900	Miscellaneous						
4900	Miscellaneous	4,500.00	422.32	971.61	3,528.39	22	76.23
4900.100	Miscellaneous Soda/Recycled Paper	4,500.00	152.55	1,286.35	3,213.65	29	705.70
4900.200	Miscellaneous Copy Machine	.00	.00	32.06	(32.06)	+++	6.50
4900.300	Miscellaneous Parking Revenue	.00	22.50	165.00	(165.00)	+++	135.00
4900.400	Miscellaneous Obligated	.00	418.55	2,418.55	(418.55)	+++	340.00
	4900 - Miscellaneous Totals	\$9,000.00	\$1,015.92	\$4,873.57	\$6,126.43	32%	\$1,263.43
4901	Donations						
4901.100	Donations General	.00	200.00	5,847.55	(5,847.55)	+++	1,897.00
4901.110	Donations Memorial/Restricted	40,000.00	200.00	1,875.00	36,125.00	10	5,595.00
4901.200	Donations Coffee	.00	33.88	434.64	(434.64)	+++	693.67
4901.300	Donations Housing Units	11,660.00	1,840.80	6,470.83	5,189.17	55	6,402.17
4901.310	Donations Participants-Congregate Meals	102,913.00	5,185.76	46,955.40	55,957.60	46	27,687.35
4901.330	Donations Building	2,000.00	122.00	1,884.01	115.99	94	2,149.30
4901.410	Donations Medical Equipment	.00	30.00	415.00	(415.00)	+++	1,682.88
4901.520	Donations Home Delivered Meals	175,231.00	13,278.00	139,799.10	35,431.90	80	171,765.89
	4901 - Donations Totals	\$331,804.00	\$20,890.44	\$203,681.53	\$126,122.47	62%	\$217,873.26
4903	In-kind Services						
4903.IIIB	In-kind Services In-kind Services III-B	.00	18,477.49	61,260.57	(61,260.57)	+++	44,761.43
4903.IIIC1	In-kind Services III-C-1 Cong	.00	15,005.00	46,846.88	(46,846.88)	+++	54,698.28
4903.IIIC2	In-kind Services III-C-2	.00	32,408.05	97,221.17	(97,221.17)	+++	70,351.61
4903.IIIEC	In-kind Services III-E-Chore	.00	3,171.65	10,639.42	(10,639.42)	+++	6,717.81
4903.IIIEH	In-kind Services III-E Homemaker	.00	7,738.83	25,960.17	(25,960.17)	+++	16,391.41
4903.IIIEP	In-kind Services III-E Personal Care	.00	1,776.12	5,958.07	(5,958.07)	+++	3,761.96
	4903 - In-kind Services Totals	\$0.00	\$78,577.14	\$247,886.28	(\$247,886.28)	+++	\$196,682.50
4905	Interest	2,800.00	62.15	561.89	2,238.11	20	1,341.88

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Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
REVENUE TOTALS		\$5,003,660.00	\$363,903.80	\$4,590,528.05	\$413,131.95	92%	\$4,634,694.73
EXPENSE							
5100	Regular Earnings	2,054,471.00	132,492.14	1,254,993.44	799,477.56	61	1,202,241.72
5102	Paid Leave Earnings						
5102	Paid Leave Earnings	.00	19,945.65	146,899.09	(146,899.09)	+++	160,901.87
5102.100	Paid Leave Earnings Reimbursement	.00	.00	(26.20)	26.20	+++	(3,484.51)
5102 - Paid Leave Earnings Totals		\$0.00	\$19,945.65	\$146,872.89	(\$146,872.89)	+++	\$157,417.36
5103	Premium	.00	.00	.00	.00	+++	672.01
5110	Fringe Benefits						
5110	Fringe Benefits	6,129.00	.00	.00	6,129.00	0	.00
5110.100	Fringe Benefits FICA	151,281.00	10,672.53	98,472.28	52,808.72	65	95,284.83
5110.110	Fringe Benefits Unemployment Compensation	15,805.00	184.11	11,088.41	4,716.59	70	11,696.42
5110.200	Fringe Benefits Health Insurance	505,621.00	35,207.08	313,175.33	192,445.67	62	316,606.40
5110.210	Fringe Benefits Dental Insurance	41,789.00	2,850.66	25,888.88	15,900.12	62	25,505.21
5110.220	Fringe Benefits Life Insurance	1,953.00	54.39	459.38	1,493.62	24	520.16
5110.230	Fringe Benefits LT disability insurance	6,990.00	588.09	5,178.43	1,811.57	74	4,874.07
5110.235	Fringe Benefits ST disability	2,390.00	.00	.00	2,390.00	0	.00
5110.240	Fringe Benefits Workers	4,372.00	.00	.00	4,372.00	0	.00
5110.300	Fringe Benefits Retirement	160,285.00	11,442.10	104,807.28	55,477.72	65	96,336.13
5110 - Fringe Benefits Totals		\$896,615.00	\$60,998.96	\$559,069.99	\$337,545.01	62%	\$550,823.22
5300	Supplies						
5300	Supplies	.00	.00	578.95	(578.95)	+++	6,148.54
5300.001	Supplies Office	16,000.00	641.16	5,405.44	10,594.56	34	9,194.73
5300.002	Supplies Kitchen	25,500.00	2,325.95	19,618.78	5,881.22	77	19,567.77
5300.004	Supplies Postage	19,380.00	.00	7,361.42	12,018.58	38	13,404.39
5300.100	Supplies Caregiver	3,500.00	.00	.00	3,500.00	0	.00
5300.200	Supplies Program Operations	15,000.00	954.69	5,147.85	9,852.15	34	6,357.43
5300.400	Supplies Equipment	.00	338.26	1,129.27	(1,129.27)	+++	24.98
5300.410	Supplies Medical Equipment	3,200.00	779.24	2,939.76	260.24	92	3,591.10
5300.500	Supplies Seroogys	.00	.00	252.00	(252.00)	+++	288.00
5300.510	Supplies Prevention	2,800.00	10.00	2,217.22	582.78	79	147.66
5300.600	Supplies Obligated	.00	418.55	2,600.58	(2,600.58)	+++	2,436.95
5300 - Supplies Totals		\$85,380.00	\$5,467.85	\$47,251.27	\$38,128.73	55%	\$61,161.55
5304	Printing	4,000.00	.00	2,912.82	1,087.18	73	3,265.00
5305	Dues and Memberships	2,800.00	590.00	1,205.00	1,595.00	43	975.00
5306	Maintenance Agreement						

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Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
5306	Maintenance Agreement	.00	.00	990.00	(990.00)	+++	4,168.58
5306.100	Maintenance Agreement Software	27,230.00	327.75	18,207.19	9,022.81	67	16,038.64
	5306 - Maintenance Agreement Totals	\$27,230.00	\$327.75	\$19,197.19	\$8,032.81	71%	\$20,207.22
5307	Repairs and Maintenance						
5307.300	Repairs and Maintenance Buildings	18,237.00	2,853.65	14,662.62	3,574.38	80	21,004.73
5307.301	Repairs and Maintenance Atrium	1,763.00	651.72	1,918.11	(155.11)	109	1,366.98
5307.400	Repairs and Maintenance Equipment	11,490.00	859.97	6,167.08	5,322.92	54	1,003.61
5307.900	Repairs and Maintenance Board Approved	.00	.00	215.00	(215.00)	+++	9,048.84
	5307 - Repairs and Maintenance Totals	\$31,490.00	\$4,365.34	\$22,962.81	\$8,527.19	73%	\$32,424.16
5311	Marketing	2,000.00	624.56	2,633.35	(633.35)	132	1,232.45
5313	Recruitment	2,000.00	.00	10.00	1,990.00	0	702.35
5314	Background Check	750.00	130.00	515.00	235.00	69	160.00
5320	Rental	12,398.00	825.00	9,297.00	3,101.00	75	8,034.00
5330	Books, Periodicals, subscriptions	3,000.00	.00	585.15	2,414.85	20	1,311.34
5331	Newsletter	1,500.00	.00	.00	1,500.00	0	10.00
5340	Travel	8,800.00	808.81	5,459.72	3,340.28	62	5,497.06
5341	Training						
5341	Training	12,200.00	1,721.36	8,536.69	3,663.31	70	4,816.84
5341.100	Training Caregiver	.00	.00	.00	.00	+++	30.00
	5341 - Training Totals	\$12,200.00	\$1,721.36	\$8,536.69	\$3,663.31	70%	\$4,846.84
5342	Conference	.00	.00	800.00	(800.00)	+++	65.00
	5342 - Conference Totals	\$0.00	\$0.00	\$800.00	(\$800.00)	+++	\$65.00
5366	Volunteer Expense						
5366	Volunteer Expense	2,000.00	74.23	443.37	1,556.63	22	1,196.07
5366.110	Volunteer Expense Mileage	35,034.00	1,868.25	19,099.07	15,934.93	55	22,134.65
	5366 - Volunteer Expense Totals	\$37,034.00	\$1,942.48	\$19,542.44	\$17,491.56	53%	\$23,330.72
5367	Wellness	.00	124.50	384.00	(384.00)	+++	305.00
5368	Support Group						
5368.100	Support Group Caregiver	.00	.00	10.00	(10.00)	+++	.00
	5368 - Support Group Totals	\$0.00	\$0.00	\$10.00	(\$10.00)	+++	\$0.00
5369	Community Service						
5369.300	Community Service Incentive	1,200.00	.00	1,037.00	163.00	86	1,200.00
	5369 - Community Service Totals	\$1,200.00	\$0.00	\$1,037.00	\$163.00	86%	\$1,200.00
5390	Miscellaneous						
5390	Miscellaneous	2,550.00	.00	790.85	1,759.15	31	800.00
5390.100	Miscellaneous Soda	4,500.00	211.60	1,002.80	3,497.20	22	995.00

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Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
5390.200	Miscellaneous Coffee	.00	295.72	2,227.59	(2,227.59)	+++	2,367.16
5390.300	Miscellaneous Vending	.00	57.86	565.62	(565.62)	+++	385.56
5392	Service Fees						
5395	5390 - Miscellaneous Totals	\$7,050.00	\$565.18	\$4,586.86	\$2,463.14	65%	\$4,547.72
5395	Equipment - nonoutlay	4,500.00	137.13	1,812.52	2,687.48	40	3,109.88
5395.410	Equipment - nonoutlay Medical	7,500.00	.00	.00	7,500.00	0	622.51
5395.420	Equipment - nonoutlay Medical	.00	.00	.00	.00	+++	(229.90)
5395.420	Equipment - nonoutlay Technology	7,950.00	292.00	12,078.00	(4,128.00)	152	3,348.58
5395.900	Equipment - nonoutlay Board Approved	43,000.00	.00	27,595.34	15,404.66	64	9,613.10
5410	5395 - Equipment - nonoutlay Totals	\$58,450.00	\$292.00	\$39,673.34	\$18,776.66	68%	\$13,354.29
5410	Insurance						
5410.105	Insurance Volunteer	2,600.00	.00	2,277.75	322.25	88	2,085.30
5410.110	Insurance 331 S Adams	1,303.00	.00	1,213.00	90.00	93	1,288.00
5410.115	Insurance 403 (B) Liability	.00	.00	166.67	(166.67)	+++	166.67
5500	Utilities	\$3,903.00	\$0.00	\$3,657.42	\$245.58	94%	\$3,539.97
5505	Telephone	24,000.00	1,970.43	19,590.56	4,409.44	82	19,340.01
5600	Indirect Cost	2,500.00	244.07	1,169.19	1,330.81	47	1,985.77
5601	County Services	89,117.00	.00	89,119.00	(2.00)	100	95,828.00
5601.100	County Services Information Services	170,610.00	.00	170,606.00	4.00	100	134,866.00
5601.200	County Services Insurance	8,742.00	.00	13,116.00	(4,374.00)	150	11,534.00
5601.400	County Services Copy Center	2,200.00	.00	.00	2,200.00	0	.00
5601.500	County Services Facilities	15,000.00	.00	17,200.00	(2,200.00)	115	17,150.00
5601 - County Services Totals		\$196,552.00	\$0.00	\$200,922.00	(\$4,370.00)	102 %	\$163,550.00
5700	Contracted Services						
5700.080	Contracted Services Temp Agencies	.00	480.00	2,493.00	(2,493.00)	+++	4,461.60
5700.100	Contracted Services Curative Site Manager	30,489.00	2,541.00	22,869.00	7,620.00	75	22,095.00
5700.110	Contracted Services DePere Site Manager	38,819.00	.00	16,689.48	22,129.52	43	16,771.25
5700.200	Contracted Services Senior Aide	7,500.00	.00	3,150.00	4,350.00	42	5,571.00
5700.210	Contracted Services Day Trips	.00	510.00	11,119.50	(11,119.50)	+++	5,636.13
5700.300	Contracted Services Veterans Programming	7,000.00	426.78	2,544.87	4,455.13	36	2,017.59
5700.400	Contracted Services MIPPA	.00	.00	.00	.00	+++	1,957.73
5700.500	Contracted Services Falls Prevention	.00	.00	.00	.00	+++	1,582.19
5700.600	Contracted Services Older Americans Program	359,883.00	29,990.00	269,910.00	89,973.00	75	273,330.00
5700.700	Contracted Services Options Counseling	.00	.00	.00	.00	+++	3,110.84
5701	5700 - Contracted Services Totals	\$443,691.00	\$33,947.78	\$328,775.85	\$114,915.15	74%	\$336,533.33
5701	Transportation						

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Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
5701.001	Transportation Management	.00	19.26	241.18	(241.18)	+++	215.42
5701.100	Transportation Red Cross	307,021.00	29,835.00	234,515.00	72,506.00	76	230,265.00
5701.200	Transportation Curative	184,628.00	15,386.00	138,474.00	46,154.00	75	135,819.00
5701.300	Transportation Dept of Human Services	61,551.00	.00	39,049.00	22,502.00	63	29,454.00
5701.500	Transportation Salvation Army	9,900.00	.00	9,900.00	.00	100	9,900.00
5701.600	Transportation Driver Escort	12,000.00	279.53	5,337.21	6,662.79	44	3,305.41
5701.700	Transportation Oneida	3,600.00	.00	2,700.00	900.00	75	2,700.00
5701 - Transportation Totals							
5714	Accounting and Auditing	\$578,700.00	\$45,519.79	\$430,216.39	\$148,483.61	74%	\$411,658.83
5725	Food Service	7,750.00	1,650.00	8,900.00	(1,150.00)	115	9,163.50
5751	Administrative Fees	526,517.00	32,453.70	264,790.24	261,726.76	50	309,739.92
5751.001	Administrative Fees Miscellaneous	4,358.00	376.00	1,627.00	2,731.00	37	1,177.52
5751 - Administrative Fees Totals							
		\$4,358.00	\$376.00	\$1,627.00	\$2,731.00	37%	\$1,177.52
5784	Interpreter Services	3,000.00	10.00	841.90	2,158.10	28	616.36
5803	Donated Items	.00	5,760.30	26,499.20	(26,499.20)	+++	13,604.50
5803.100	Donated Items Personnel	.00	2,946.17	8,777.41	(8,777.41)	+++	5,534.30
5803.110	Donated Items Mileage	.00	3,500.00	10,500.00	(10,500.00)	+++	10,500.00
5803.300	Donated Items Rent	.00	13,395.00	42,016.88	(42,016.88)	+++	45,891.83
5803.500	Donated Items Nutrition Congregate	.00	27,571.88	82,773.76	(82,773.76)	+++	63,123.76
5803.510	Donated Items Nutrition HDM	.00	12,686.60	42,557.66	(42,557.66)	+++	26,871.18
5803.700	Donated Items Title III-E	.00	12,717.19	34,761.37	(34,761.37)	+++	31,156.93
5803.900	Donated Items Other	.00					
5803 - Donated Items Totals							
		\$0.00	\$78,577.14	\$247,886.28	(\$247,886.28)	+++	\$196,682.50
5850	Contribution	2,000.00	17.00	961.17	1,038.83	48	1,193.84
5905	Lease Payments	8,750.00	735.23	5,399.23	3,350.77	62	4,664.00
6182	Construction	.00	908.00	908.00	(908.00)	+++	.00
EXPENSE TOTALS							
		\$5,143,706.00	\$427,767.85	\$3,754,112.71	\$1,389,593.29	73%	\$3,652,567.44
Department 093 - ADRC Totals							
		(\$140,046.00)	(\$63,864.05)	\$836,415.34	(\$976,461.34)	-	\$982,127.29
						597	
						%	
Grand Totals							
		5,003,660.00	363,903.80	4,590,528.05	413,131.95	92	4,634,694.73
		5,143,706.00	427,767.85	3,754,112.71	1,389,593.29	73	3,652,567.44
		(\$140,046.00)	(\$63,864.05)	\$836,415.34	(\$976,461.34)		\$982,127.29

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PROCEEDINGS OF CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on Tuesday, October 22, 2013

Present: B. Clancy, J Mitchell, S. King, K. Gustman

Excused:

Also Present: B. Natelle, A. Nizzia, L. Nelson, T Gehring, Sue Keckhaver

1. Call to order: K. Gustman called the meeting to order at 4:00 p.m.
2. Action Item: Approval of September 24, 2013 Board Minutes: B. Clancy moved to approve the minutes of the September 24, 2013 Board meeting with the correction of Donation received from Fox Communities Credit Union of \$50. S. King seconded the motion with the correction. Motion carried.
3. Action Item: Approval of Agenda: J. Mitchell moved to approve the agenda as presented. B. Clancy seconded the motion. Motion carried.
4. Action Item: Donations: An anonymous donation was made to the Physical Therapy Department of Coban Wrap.

The De Pere VFW Post 2113 donated 100 tickets to the Rondini Magic Show for students and families.

Matthew & Cassie Machut donated a stroller and five boxes of diapers.

Jessica Nishimoto donated a wheelchair umbrella, wheelchair snowsuit and a P.T. ball.

Hannah Weise donated a large magnet board of the United States.

The S.A.M.S. Golf Outing donated three iPads with cases plus three \$50 iTunes cards and one \$250 iTunes card.

Sheriff John Gossage and the staff of the Brown County Sheriff's Department donated 2013 Packer trading cards for all of the students at Syble Hopp.

Casey Wians donated a child's helmet for use at school.

Nick Gevers donated a book and toys for the school store and CD's and cases for music.

Sue Zellner donated small toys for the school store.

Roger and Kathleen Siebold donated \$50 to Holly Peters room for books.

Mark Kohls donated his time and expertise to review our technology programs.

The Mick Johanek family donated \$100 to Donna Reedy-Fabry's classroom.

Scott King moved to approve these generous donations. J. Mitchell seconded the motion. Motion carried.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, OCTOBER 22, 2013:

5. Action Item: Financial Report: B. Clancy moved to approve the financial report ending September 30, 2013. S. King seconded the motion. Motion carried.
6. Action Item: Administrators Report:
 - a. T Gehring spoke to the Board regarding the new transition program called LINC (Learning in Community). Mr. Gehring distributed a brochure on LINC. LINC students, ages 18-21, continue to work on Monday and Wednesdays in the community. Tuesdays the program has partnered with St. Norbert College and the students are on campus. Thursdays they continue on city transit learning in the community. Fridays the students are at Hopp for Music, Special Olympics and other classes of interest.
 - b. A Nizzia reported on our playground project. We have reached our goal to complete phase I of the project (\$115,000). The first phase includes pouring the rubberized base materials. Due to the colder temperatures, and the required temp needed, this will now wait until spring to begin construction.
 - c. There will be no November Board.

J. Mitchell moved to accept the Administrators Report. B. Clancy seconded the motion. Motion carried.
7. Review of Board Policy 5.082 Atlantoaxial Dislocation: L. Nelson reviewed the policy and explained that the policy follows the Special Olympic policy for children specifically with Down Syndrome. No changes are recommended to the current policy. J. Mitchell moved to retain the policy as written. S. King seconded the motion. Motion carried.
8. Exterior Camera system: B. Natelle presented options for an exterior camera system that would be tied into the De Pere Police Department for our playground area. S. King moved to approve the purchase of an exterior camera system with the item to be reimbursed through County budget process. J. Mitchell seconded the motion. Motion carried.
9. Action Item: Parent Organization Report: A. Nizzia reported that the annual nut sale for the Parent Organization has begun. The nuts ordered and should arrive on October 24th. They are selling for \$5 per bag or \$60 for a case of 12 bags. A. Nizzia reported that the Parent Organization will be holding its Homecoming dance on Saturday, November 9th with a Hopp Sock theme. J. Mitchell moved to approve the Parent Organization report. S. King seconded the motion. Motion carried.
10. Replacement SLP position: B. Natelle presented J. Timm to replace a vacant 40% position vacated by J. Schubring. This is a temporary one-year contract. J. Mitchell moved to approve J. Timm at 40% FTE for one year. B. Clancy seconded the motion. Motion carried.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, OCTOBER 22, 2013:

11. Action Item: CESA Contract: J. Mitchell moved to approve the CESA contract which includes the new Alio financial system. S. King seconded the motion. Motion carried.
12. Action Item: Payment of Bills: S. King moved to pay the General Fund bills totaling \$19,568.08 for the month ending September 30, 2013. J. Mitchell seconded the motion. Motion carried.
13. Executive Session: The Board will move to Executive Session as allowed by WI. Stats 19.85 (1)(c)(f)(i) for the purpose of personnel issues. S. King moved to go into Executive Session as allowed by WI. Stats 19.85 (1)(c)(e) to discuss personnel issues. J. Mitchell seconded the motion. Motion carried.
13. Action item: Staff Request: S. King moved to approve the staff member requests that were presented. J. Mitchell seconded the motion. Motion carried.
14. Adjournment: S. King moved to adjourn the meeting at 5:15 p.m. B. Clancy seconded the motion. Motion carried.

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, October 15, 2013 at 5:00 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Bernie Erickson, Sherry Steenbock, Rosemary Desisles, Ed Koslowski, Delores Pierce, Duane Pierce, Jim Haskins, Joe Witkowski

****Running Total of Veterans' Certificates: 1472**

1. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 5:00 p.m.

2. Invocation by Jim Haskins.

3. Approve/Modify Agenda.

Motion made by Jim Haskins, seconded by Delores Pierce to approve the agenda. Vote taken.
MOTION CARRIED UNANIMOUSLY

4. Approve or Modify Minutes of September 17, 2013.

Motion made by Duane Pierce, seconded by Sherry Steenbock to approve the minutes. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Follow up discussion regarding Veterans Appreciation Day at Brown County Fair on August 17, 2013.

Chair Erickson asked if anyone had any comments regarding this. Jim Haskins stated that he and Duane Pierce attended the last Fair Board meeting and expressed their displeasure with some of the things that happened at the Fair. The Fair Board President took notes and stated that they will work on the complaints for next year. Haskins indicated that he and Pierce will also attend the next meeting of the Fair Board.

Pierce stated that he had discussed with Haskins and Koslowski at the follow up meeting for the Meet and Greet the possibility of purchasing a lit sign to be used at the Fair. His Legion Post currently has one for sale that they are asking \$300.00 for and it comes with a few extra sets of letters. Pierce and Koslowski thought it may be a good idea to purchase this and then loan it out to other organizations. Erickson commented that they would have to look at zoning issues if lights are flashing, etc. Pierce stated that it is a steady light. Haskins stated that they will ask the Fair Board if they can use it and Erickson pointed out that the Fairgrounds is owned by Brown County, but you would have to see what the ordinance is with regard to lighted signs in the City of De Pere.

Witkowski stated that he missed the last meeting but he attended the Fair event and felt it was an absolute success and he stated that people seemed enthusiastic with the tables. He also asked if the group of Vietnam Veterans had previously gotten together at any events and

Erickson stated that it was not an organized group of Veterans but rather was veterans who chose to attend the event on their own. Witkowski felt the attendance by the Vietnam vets was impressive. He noted that many comments were made in the minutes from the last meeting but he wondered if anyone had sent any correspondence to the Fair Board for the help they did do for the Subcommittee. Haskins and Pierce stated that they thanked the Fair Board in person. Erickson stated that he would give a written thank you note to the Fair Board President, Steve Corrigan. Witkowski also wanted to know if there was a follow up in the paper as to how the event went. He stated that in another club he is in they let the paper know how the event turned out and he felt that that would be a good idea.

Ed Koslowski asked if there were any plans to honor a group next year such as we did with the Vietnam vets this year. Another idea he thought of with regard to the Meet and Greet is the possibility of getting in touch with the Fair Board to have a display inside one of the buildings that would run for the length of the Fair.

6. Report from CVSO Jerry Polus.

Polus was not in attendance and therefore there was no report.

7. Comments from Bill Kloiber and/or Carl Soderburg.

Bill Kloiber and Carl Soderberg were not in attendance and therefore there were no reports.

8. Discussion Regarding Veterans Day.

Steenbock reported that 38 certificates were sent out last month following the Fair and this month there were three additional certificates sent out.

With regard to Veterans Day, all four newspapers will be putting an article in the paper and two of the four will need the information by November 1 so she asked people to get their information to her as soon as possible. The other newspapers need the information by November 4. Steenbock said that Sam's Club and Walmart asked her to include the following language with their information, "Veterans who are honorably discharged from the US military within the last twelve months will be placed in direct placement of employment for positions with emphasis on high volume cashiering, stocker, inventory, associates service cashier member service." Some of the Subcommittee felt that it may not be appropriate to have this included in the offer and Steenbock agreed and felt this was an unusual request and one that the Subcommittee was not interested in including. Erickson stated that the Museum and Zoo are on board with free admissions for Veterans and their families and he also had several others offers. Haskins also wanted to make sure that it was noted that American Antiques will be giving a free watch battery to veterans from November 11 – 16, not just on Veterans Day.

9. Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock & Witkowski.

-Erickson had a few more comments on the Fair. He confirmed that he will send a thank you note to Steve Corrigan of the Fair Board. He also stated that he had been reviewing the County Budget Book in anticipation of the County budget meeting which will be held on November 6, 2013. As he was going through the Parks budget he noted that there was \$20,000 in the budget for the Fair and he stated that the prior year there was \$30,000 allocated for the Fair. He noted that the budget is very, very tight and he urged this Subcommittee to be thankful for what they get and to be mindful of what they ask for from the Fair. Erickson stated that the budget for

the Subcommittee is \$1,000 and there was the \$595 donation from Schwab for their jeans day promotion and Erickson thought he could put something out to larger employers in the area to do the jeans day promotion again.

-Desisles stated that the USS Wisconsin Commemoration Ceremony will be held on October 22 at Wisconsin Veterans Museum at 11:00 a.m. She also reported that the Department of Workforce Development will be holding a job fair at Shopko Hall on October 17 and admission is by ticket only and the hours are from 10:00 am– 3:00 pm.

Desisles also brought up the idea of organizing a walk or some other similar event to call awareness to Veterans' suicides. She asked the subcommittee to think about it and come up with some ideas because she felt it was important to honor these people because their life was worth something even if they did not think so.

-Haskins saw the end of a news story recently about quilts that were donated to Veterans. He also stated that he is still working with Steenbock on the Veterans Day Off With Pay Bill.

-Koslowski passed around an invitation he received in the mail for the veterans ceremony at the Green Bay Yacht Club. Koslowski also indicated that he had seen an article in the Howard Suamico newspaper regarding a homeless veteran and they were looking for donations for him. If anyone has donations, contact Sue at Thornberry Cottage.

-Pierce reported that the Pearly Gates on Finger Road will be providing free lunch to Vets and their significant others on November 9 from 11:00 am – 4:00 pm. Pierce also stated that there will be free dinner at the Golden Coral on November 11, from 4:00 to 9:00 p.m. for Veterans.

-Witkowski stated that he would like this Subcommittee to send a letter of thanks to the two members who recently resigned, John Walschinski and Don Bettine. It was indicated that that had already been done and Witkowski was grateful for it. Witkowski entertained the Committee with a poem about Christopher Columbus.

10. **Such Other Matters as Authorized by Law.**

None.

11. **Adjourn.**

Motion made by Jim Haskins, seconded by Duane Pierce to adjourn at 5:48 p.m. Vote taken.
MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein	Therese Giannunzio
Recording Secretary	Transcriptionist



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: _____

Agenda No. : Health & Human Service

Motion from the Floor

I make the following motion: Staff Provide comprehensive statistics about the use of county funds used to prevent & mitigate homelessness in Brown County - focusing on the dollars spent on Brown County citizens vs individuals from outside of our community. Put these data into a presentation to be given to the entire board.

Signed: Erin Hey

District No.: 4

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input checked="" type="checkbox"/> Category 3		
<input checked="" type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.060.300.5601.400	Intra-County Expense Copy Center	\$4,491
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.060.300.5340	Travel and Training	\$4,491
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

Reallocation of savings realized in Travel and Training due to training being offered locally to Intra-County Expense Copy Center for the printing of the Public Health Awareness calendars.

46 11/15/13

AUTHORIZATIONS

Judith A. Fredericks
Signature of Department Head

Department: Health

Date: 11-13-13

[Signature]
Signature of Executive
Date: 11/18/13

November 6, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION ON HELPING FAMILIES MOVE
FROM HOMELESSNESS TO SELF-SUFFICIENCY**

WHEREAS, a safe, stable home is essential for any child to grow up healthy and happy, and become a contributing member of the community; and,

WHEREAS, the number of Brown County families who are homeless has been on the rise in recent years, in part because of the economic recession; and,

WHEREAS, the options for homeless families to find temporary shelter in Brown County are limited; and,

WHEREAS, Golden House, the domestic abuse program and shelter in Green Bay, was unable to shelter 269 women and children in 2012 because of limited capacity, and also were sought out by another 228 women and children who were not suffering from domestic violence but were still in need of shelter; and

WHEREAS, the number of families who are on the waiting list for housing at Freedom House has grown to over 100; and,

WHEREAS, the number of children who are homeless in the various Brown county school systems has been increasing, numbering over 1300 students during the 2012-2013 school year, according to the data from the McKinney-Vento Program that assists homeless children; and

WHEREAS, much of the public discussion around homelessness has focused on homeless single adults, while the greatest unmet need, perhaps, resides with homeless families; and,

WHEREAS, the Brown County Board, in August 2013, passed a resolution that expressed support for efforts to address homelessness, including the creation of a ten-year plan and educating the public on the problem of homelessness; and,

WHEREAS, efforts have begun to reconstitute the Brown County Board's Homeless Issues and Affordable Housing Subcommittee; and,

WHEREAS, family self-sufficiency and respect for the dignity and worth of all people, especially children, are worthy goals that both the Brown County Board and Humans Services department wish to promote; and,

WHEREAS, the latest projections for the Community Programs fund balance within the Brown County Human Services department indicate that the fund balance will have over \$500,000 of

undesignated funds by the end of fiscal year 2013; and,

WHEREAS, the Brown County Board of Supervisors wishes to use these funds in a manner consistent with the mission of the Human Services department; and,

WHEREAS, the Brown County Board seeks to invest in long-term efforts to promote family self-sufficiency, and thus reduce the costs to county residents of increased social service use;

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors includes in the 2014 Brown County budget a one-time expenditure of \$75,000 to create a fund to be used to provide grants to local projects seeking to reduce the problem of homelessness among families and to promote self-sufficiency, such as:

- establishing new transitional housing units for families, that would include support from a social service agency;
- enhancing existing transitional housing support efforts with families, such as home visits, educational and job training programs, etc.;
- expanding support and educational programs that promote self-sufficiency for homeless families, such as budgeting, substance abuse counseling, etc.;
- creating a ten-year plan to address homelessness in Brown County; and,

BE IT FURTHER RESOLVED, that the \$75,000 used to establish this fund be taken from the Community Programs fund balance; and,

FINALLY, BE IT RESOLVED, that these funds shall be administered by the Brown County Board's Homeless Issues and Affordable Housing Subcommittee, who will establish the application process and criteria for evaluating applications (including preference for applications that have some level of matching funds), as well as award the grants.

Respectfully submitted,

Daniel Robinson
Brown County Supervisor
District 19

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Authored by: _____

Final Draft Approved by Corporation Counsel

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December 18, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING RECLASSIFICATION OF POSITION
CERTIFIED NURSING ASSISTANT
HUMAN SERVICES – COMMUNITY TREATMENT CENTER

WHEREAS, there are currently 62.5 FTE Certified Nursing Assistant positions in the Human Services - Community Treatment Center table of organization; and

WHEREAS, the Human Resources department conducted a thorough study of the duties and requirements of the Certified Nursing Assistant position and researched similar positions in the local market and other municipalities, reviewed national and state wage rates and referenced the U.S. Bureau of Labor Occupational Outlook Handbook for comparison data; and

WHEREAS, the research found that this position and similar positions have a starting rate of \$11.34 - \$13.74 per hour in public entities and have a starting rate of \$10.00 per hour in a placement agency; and

WHEREAS, as a result of the study, Human Resources recommends that the Certified Nursing Assistant position be placed in Pay Grade 5 (pay range \$12.49 - \$14.87) of the Brown County Classification and Compensation Plan to be consistent with similar positions in the County and the industry; and

WHEREAS, employees currently in the Certified Nursing Assistant position will retain their current wage; and

WHEREAS, future vacancies for Certified Nursing Assistant positions will be filled at Pay Grade 5 of the Brown County Classification and Compensation Plan.

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NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the Certified Nursing Assistant position be placed in Pay Grade 5 of the Brown County Classification and Compensation Plan.

BE IT FURTHER RESOLVED, employees currently in a Certified Nursing Assistant position will retain their current hourly wage.

BE IT FURTHER RESOLVED, future vacancies for Certified Nursing Assistant positions will be filled at Pay Grade 5 of the Brown County Classification and Compensation Plan.

Annual Budget Impact

Certified Nursing Assistant 2,080 annual hours 62.5 FTE's	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Certified Nursing Assistant (Current Rate)	\$(35,872)	\$(21,541)	\$(57,413)
Certified Nursing Assistant (Pay Grade 5, Step 3)	\$ 27,538	\$ 20,226	\$ 47,764
Annual Budget Impact per FTE	<u>\$(8,334)</u>	<u>\$(1,315)</u>	<u>\$(9,649)</u>

Savings would be realized for each Certified Nursing Assistant vacancy filled after approval of the resolution.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach, COUNTY EXECUTIVE

Date Signed: _____

Authored by: Human Resources

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

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HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 11/19/13
REQUEST TO: Human Services Committee
MEETING DATE: 11/26/13
REQUEST FROM: Lynn Vanden Langenberg
Interim Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of Position – Certified Nursing Assistant – Human Services - Community Treatment Center

ISSUE/BACKGROUND INFORMATION:

A study of the Certified Nursing Assistant position was performed comparing it to similar positions in the County, the local market and other municipalities, national and state wage rates, and the U.S. Bureau of Labor Occupational Outlook Handbook.

ACTION REQUESTED:

Place the Certified Nursing Assistant position in Pay Grade 5 of the Brown County Classification and Compensation Plan to be consistent with similar positions in the County and the industry.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? There will be a savings of \$9,649 for each 1.00 FTE Certified Nursing Assistant vacancy filled going forward.
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: NURSING ASSISTANT

REPORTS TO: NURSE MANAGER/RN DESIGNEE

DEPARTMENT: HUMAN SERVICES/COMMUNITY TREATMENT CENTER

JOB SUMMARY:

A position with responsibility for assisting clients with activities of daily living, providing nursing care and active treatment to clients/residents in assigned household, neighborhood or unit and assisting in the maintenance of a safe, clean and therapeutic environment.

ESSENTIAL DUTIES:

Assists in creating a therapeutic atmosphere conducive to the mental health of clients/residents.

In conjunction with the facilities department maintains a clean, comfortable and safe environment for clients.

Provides client care to meet the physical needs of the client/resident; also provides care relative to the emotional and psychosocial needs of clients.

Participates in the development of the client care plan and implement provisions of the client/resident care plans.

In conjunction with the therapy department and nursing department provides activities or simple food prep related to activities on the households as assigned.

Takes clients on community outings for recreational or educational purposes.

Observes client/resident and reports any change in client behavior/condition to Registered Nurse/designee immediately and respond to emergency and crisis situations.

Maintains the confidential nature of all client/resident and business information.

Attends staff meetings, attends in-service and outside agency training sessions if appropriate.

Completes and maintains necessary documentation according to applicable requirements, codes and policies.

In the CBRF assists with group interactions, assist with admissions, scheduling, other clerical duties as assigned and maintain a homelike environment.

In the CBRF creates a supportive environment with supervision and assistance to clients based on individual needs in order to achieve maximum independent function and resolve crisis, documenting fulfillment of crisis plans and client progress.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

All standard medical equipment, including, but not limited to: thermometer, blood pressure apparatus, stethoscope, enema equipment, mechanical lifts, gait belt etc.

MINIMUM QUALIFICATIONS REQUIRED:**Education and Experience:**

High school diploma or equivalent; certification as a Nursing Assistant from an approved training program, and current, valid registration with the Wisconsin CNA Registry.

Licenses and Certifications:

Valid State and Federal registration with the Wisconsin CNA Registry; or recently completed an approved CNA training program and Wisconsin state competency exam with ability to obtain valid registration within 90 days of employment.

Valid Wisconsin Driver's License.

Knowledge, Skills and Abilities:

Current knowledge of procedures and techniques in providing routine, non-professional nursing care to the geriatric elderly, developmentally disabled, mentally ill, AODA client or children and adolescents.

Knowledge of CPI, Restraining Techniques and Therapeutic Interventions.

Knowledge of principles of documentation.

Knowledge of basic principles of active treatment.

Knowledge of basic principles of behavior modification and appropriate application of behavior modification techniques.

Ability to recognize and address the physical, psychosocial, mental and emotional needs of the client.

Ability to carry out a nursing care plan and to follow oral and written instructions, as directed by the Registered Nurse.

Ability to organize, plan, lead and participate in activities.

Ability to deal with stress associated with threatening of unpredictable client behavior.

Ability to use all standard medical equipment (thermometer, blood pressure apparatus,

stethoscope, etc.) including proper use of mechanical lifts and gait belt.

Ability to establish and maintain effective therapeutic relationships with clients/residents and family members.

Ability to establish and maintain effective public and working relationships with other employees.

Ability to communicate in a positive and effective manner both orally and in writing.

Ability to understand and carry out policies and procedures governing client care.

Ability to work the required hours of the position.

Ability to provide basic ROM and ambulatory techniques with the clients/residents.

Ability to complete required training under DHS 83, DHS 34, and mental health crisis training as required for working in the crisis stabilization unit.

PHYSICAL DEMANDS:

Lifting 75 pounds maximum with the assistance of another person, with frequent lifting and/or carrying of objects weighing up to 40 pounds.

Extended periods of standing, walking and sitting; occasional driving.

Using hand(s) for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting, squatting, climbing, reaching and grappling; occasional swimming.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Must be free from communicable disease.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 10/03/13

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6126

Jeremy Kral, Executive Director

- AGENDA -

Meeting of the Human Services Committee

Tuesday, November 26, 2013

Location: Room 200-Northern Building

Time: 6:00pm

1. Executive Director's Report.
2. Financial Report for Community Treatment Center and Community Programs.
3. Statistical Reports.
 - a) Monthly Inpatient Data – Community Treatment Center.
 - b) Monthly Inpatient Data – Bellin Psychiatric Center.
 - c) Child Protection – Child Abuse/Neglect Report.
 - d) Monthly Contract Update.
4. Request for New Non-Continuous Vendor.
5. Request for New Vendor Contract.

Executive Director's Report to the Human Services Committee

November 26, 2013

Members of the Committee:

The CTC Hospital Redesign is nearing completion. We expect to open the Crisis Stabilization facility in December. Delivery of certain materials will slow down the overall project somewhat but it will be finished by our targeted date. So far the construction has been relatively smooth with only minor inconveniences to staff, consumers, and unexpected challenges with the work itself.

A very positive development has happened with regard to our well-publicized shortage of psychiatric care capacity. We have worked with the state regulators to issue a temporary variance for our outpatient clinic to employ a nurse practitioner to provide psychiatric care. This variance sets in place some stringent limitations for the person's practice and for our responsibilities to supervise and support the position, but these are welcome given the circumstances. We are well into the hiring process with an identified candidate and hope to have one of the APNP positions filled very soon, leaving one remaining vacancy.

The state assembly has advanced a package of mental health care reforms following the recommendations of Speaker Robin Vos' taskforce on mental health. These bills are largely supported by counties, and represent some very strong moves to help refine Wisconsin's system of care. An article on the bills is attached. The senate does not appear likely to act on these until next year, because their only scheduled work the rest of this year will be on the bills to delay Medicaid changes in light of the delays with implementation of the Affordable Care Act due to the broken website.

We have completed interviews for the vacant leadership positions of the Director of Community Programs, the Hospital and Nursing Home Administrator, and the Long Term Care Manager. We are satisfied that we have selected strong candidates whom I look forward to introducing to the committee in the coming months.

It's already been six months since the most recent change in the Executive Director role. I want to express my thanks to this committee and especially Chairman Evans, to the Human Services Board and its Chairman Tom Lund, to County Executive Streckenbach, and the many other people who have helped the Human Services Department to continue successfully fulfilling its mission through this period. Thanks also from me personally for the input, advice, guidance, and support. Our many collective efforts have the department on the cusp of some very exciting developments that would not be possible without our coordination and collaboration.

Respectfully Submitted By:



Jeremy Kral
Executive Director

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6064 Fax (920) 448-6126

Tim Schmitt, Budget & Finance Manager

To: Human Services Board, Human Services Committee

Date: November 1, 2013

Subject: September 2013 financial results for Community Programs and Community Treatment Center

Financial results are reported year to date thru September 30, 2013.

Community Programs results show that both revenues and expenses are lower than budget. Expenses are lower primarily due to lower wage and fringe benefit costs due to open positions and lower purchase of service costs. Purchase of service costs are lower as more client care is being provided by Human Services staff. This is consistent with initiatives published in prior year budget documents.

The Community Treatment Center revenues and expenses are both lower than budget. Revenues are lower primarily due lower client admissions for both Brown County and out of county clients. In addition, revenues continue to lag behind budget due to an unfavorable client payer mix as fewer clients are paying privately in the nursing home. The CTC budget shows wages and fringe benefit costs are nearly 5% lower than budget due to open positions and staffing changes due to a lower hospital census. Contracted service costs are slightly higher than budget due to more care being provided by agency staff than anticipated.



Community Programs

Through 09/30/13
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Fund	201 - CP	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year YTD	
REVENUE												
Property taxes		16,024,172.00		.00	16,024,172.00	1,335,347.67		.00	12,018,129.03	4,006,042.97	75	13,041,078.75
Intergovernmental		65,071,363.00		395,496.00	65,466,859.00	4,063,639.13		.00	46,534,294.00	18,932,565.00	71	45,573,122.47
Charges for sales and services		1,877,965.00		.00	1,877,965.00	148,369.92		.00	1,483,361.58	394,603.42	79	1,449,984.36
Intergovernmental charges for services		8,272,174.00		.00	8,272,174.00	(210,359.82)		.00	5,417,279.94	2,854,894.06	65	5,987,599.55
Miscellaneous revenue		16,000.00		1,000.00	17,000.00	407.35		.00	5,326.86	11,673.14	31	22,248.91
Rent		36,000.00		.00	36,000.00	6,000.00		.00	27,000.00	9,000.00	75	30,000.00
Contributions		.00		.00	.00	500.00		.00	5,365.73	(5,365.73)	+++	16,477.56
Charges to county departments		.00		.00	.00	.00		.00	.00	.00	+++	.00
Transfer in		29,100.00		5,394.00	34,494.00	7,489.89		.00	27,218.89	7,275.11	79	31,986.02
REVENUE TOTALS												
		\$91,326,774.00		\$401,890.00	\$91,728,664.00	\$5,351,394.14	\$0.00	\$65,517,976.03	\$26,210,687.97	71%	\$66,152,497.62	
EXPENSE												
Personnel services		14,600,771.00		149,162.00	14,749,933.00	1,074,832.71		.00	10,225,461.27	4,524,471.73	69	9,809,067.78
Fringe benefits and taxes		5,955,066.00		114,015.00	6,069,081.00	457,401.55		.00	4,200,214.28	1,868,866.72	69	4,248,214.49
Employee costs		34,907.00		.00	34,907.00	7,502.98		.00	12,834.93	22,072.07	37	5,454.44
Operations and maintenance		1,428,494.00		55,130.00	1,483,624.00	109,278.93	628.00	.00	960,695.39	522,300.61	65	962,283.45
Insurance costs		2,000.00		.00	2,000.00	.00	.00	.00	1,000.00	1,000.00	50	2,000.00
Utilities		30,500.00		3,700.00	34,200.00	1,411.44	.00	.00	22,538.51	11,661.49	66	11,039.38
Chargebacks		2,375,541.00		.00	2,375,541.00	190,867.21	.00	.00	1,759,742.06	615,798.94	74	1,657,862.92
Purchased services		66,327,219.00		(15,246.00)	66,311,973.00	5,523,911.07	16.00	.00	47,935,666.72	18,376,290.28	72	45,947,464.44
Contracted services		879,600.00		64,723.00	944,323.00	53,152.05	8,709.60	.00	395,380.46	540,232.94	43	349,526.56
Medical expenses		400.00		.00	400.00	.00	.00	.00	.00	400.00	0	.00
Judiciary Costs		85,000.00		.00	85,000.00	789.80	.00	.00	49,204.54	35,795.46	58	93,825.00
Other		.00		.00	.00	.00	.00	.00	.00	.00	+++	.00
Outlay		58,125.00		.00	58,125.00	.00	.00	.00	42,856.50	15,268.50	74	41,743.00
Transfer out		1,405,042.00		250,737.00	1,655,779.00	28,369.95	.00	.00	865,331.78	790,447.22	52	115,600.84
EXPENSE TOTALS												
		\$93,182,665.00		\$622,221.00	\$93,804,886.00	\$7,447,517.69	\$9,353.60	\$66,470,926.44	\$27,324,605.96	71%	\$63,244,082.30	
Fund 201 - CP Totals												
REVENUE TOTALS		91,326,774.00		401,890.00	91,728,664.00	5,351,394.14	.00	65,517,976.03	26,210,687.97	71	66,152,497.62	
EXPENSE TOTALS		93,182,665.00		622,221.00	93,804,886.00	7,447,517.69	9,353.60	66,470,926.44	27,324,605.96	71	63,244,082.30	
Fund 201 - CP Totals												
		(\$1,855,891.00)		(\$220,331.00)	(\$2,076,222.00)	(\$2,096,123.55)	(\$9,353.60)	(\$952,950.41)	(\$1,113,917.99)		\$2,908,415.32	

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CP Balance Sheet

Through 09/30/13
Summary Listing

		Current YTD
		Balance
Fund Category	Governmental Funds	
Fund Type	Special Revenue	
Fund	201 - CP	
ASSETS		\$22,097,874.34
LIABILITIES		\$17,029,295.88
FUND EQUITY Prior to Current Year		\$6,021,528.87



CTC operating results

Through 09/30/13
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 630 - CTC										
REVENUE										
Property taxes	3,236,508.00	.00	3,236,508.00	269,709.00	.00	2,427,381.00	2,427,381.00	809,127.00	75	2,202,747.75
Intergovernmental	558,700.00	.00	558,700.00	50,225.00	.00	452,025.00	452,025.00	106,675.00	81	476,973.00
Fines and forfeitures	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Charges for sales and services	6,921,830.00	.00	6,921,830.00	412,785.35	.00	3,354,133.60	3,354,133.60	3,567,696.40	48	4,151,076.59
Intergovernmental charges for services	2,726,370.00	.00	2,726,370.00	394,401.16	.00	2,345,237.29	2,345,237.29	381,132.71	86	2,999,081.18
Miscellaneous revenue	5,500.00	.00	5,500.00	18.75	.00	1,514.69	1,514.69	3,985.31	28	5,555.24
Rent	165,330.00	.00	165,330.00	13,333.00	.00	125,331.00	125,331.00	39,999.00	76	121,580.02
Contributions	3,300.00	.00	3,300.00	.00	.00	850.00	850.00	2,450.00	26	1,190.00
Charges to county departments	363,700.00	.00	363,700.00	29,822.34	.00	273,399.49	273,399.49	90,300.51	75	264,372.86
Capital contributions	.00	15,246.00	15,246.00	.00	.00	15,246.00	15,246.00	.00	100	49,805.00
Transfer in	.00	230.00	230.00	.00	.00	230.00	230.00	.00	100	17,772.00
REVENUE TOTALS	\$13,981,238.00	\$15,476.00	\$13,996,714.00	\$1,170,294.60	\$0.00	\$8,995,348.07	\$8,995,348.07	\$5,001,365.93	64%	\$10,290,153.64
EXPENSE										
Cost of sales	6,700.00	.00	6,700.00	376.74	.00	3,670.17	3,670.17	3,029.83	55	3,977.52
Personnel services	7,297,010.00	230.00	7,297,240.00	528,374.10	.00	5,072,998.38	5,072,998.38	2,224,241.62	70	5,184,503.99
Fringe benefits and taxes	2,701,074.00	.00	2,701,074.00	202,269.68	.00	1,817,823.69	1,817,823.69	883,250.31	67	1,876,298.85
Employee costs	5,850.00	.00	5,850.00	984.75	.00	4,011.50	4,011.50	1,838.50	69	1,882.14
Operations and maintenance	571,569.00	.00	571,569.00	58,169.78	.00	411,856.21	411,856.21	159,712.79	72	368,071.41
Insurance costs	161,192.00	.00	161,192.00	13,204.00	.00	119,036.00	119,036.00	42,156.00	74	119,715.88
Utilities	7,000.00	.00	7,000.00	827.84	.00	6,619.34	6,619.34	380.66	95	6,192.48
Chargebacks	2,233,040.00	.00	2,233,040.00	182,277.88	.00	1,595,981.67	1,595,981.67	637,058.33	71	1,757,116.41
Contracted services	596,060.00	.00	596,060.00	41,673.56	.00	499,990.97	499,990.97	96,069.03	84	633,324.59
Medical expenses	332,750.00	.00	332,750.00	12,590.50	.00	241,334.36	241,334.36	91,415.64	73	243,809.11
Other	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Debt retirement	180.00	.00	180.00	11.17	.00	138.17	138.17	41.83	77	308.85
Depreciation	735,660.00	.00	735,660.00	59,708.86	.00	536,897.90	536,897.90	198,762.10	73	458,519.77
Outlay	.00	.00	.00	.00	.00	(418.00)	(418.00)	418.00	+++	(693.75)
Transfer out	68,813.00	.00	68,813.00	5,357.05	.00	52,638.60	52,638.60	16,174.40	76	52,940.30
EXPENSE TOTALS	\$14,716,898.00	\$230.00	\$14,717,128.00	\$1,105,825.91	\$0.00	\$10,362,578.96	\$10,362,578.96	\$4,354,549.04	70%	\$10,705,967.55
Fund 630 - CTC Totals										
REVENUE TOTALS	13,981,238.00	15,476.00	13,996,714.00	1,170,294.60	.00	8,995,348.07	8,995,348.07	5,001,365.93	64	10,290,153.64
EXPENSE TOTALS	14,716,898.00	230.00	14,717,128.00	1,105,825.91	.00	10,362,578.96	10,362,578.96	4,354,549.04	70	10,705,967.55
Fund 630 - CTC Totals	(\$735,660.00)	\$15,246.00	(\$720,414.00)	\$64,468.69	\$0.00	(\$1,367,230.89)	(\$1,367,230.89)	\$646,816.89		(\$415,813.91)

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CTC Fund Balance

Through 09/30/13
Detail Listing
Exclude Rollup Account

Account	Account Description	Current YTD Balance
FUND EQUITY		
3000	Unrestricted	2,772,454.79
3500	Invested in capital assets	18,724,852.49
		<u>\$21,497,307.28</u>
	CTC fund balance is not spendable as CTC has negative cash on hand	

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BROWN COUNTY COMMUNITY TREATMENT CENTER

STATISTICS FOR OCTOBER 2013

		Year to Date 2013	Year to Date 2012
ADMISSIONS	October		
Voluntary - Mental Illness	5	220	67
Voluntary - Alcohol	0	0	23
Voluntary - AODA/Drug	0	0	4
Police Protective Custody - Alcohol	0	0	284
Commitment - Alcohol	0	0	2
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	1
Emergency Commitment- Alcohol	0	0	0
Emergency Detention - Drug	0	0	64
Emergency Detention - Mental Illness	61	672	675
Court Order Prelim. - Mental Illness	1	5	5
Court Order Prelim. - Alcohol	0	0	7
Court Order for Final Hearing	0	3	3
Commitment - Mental Illness	0	0	0
Return from Conditional Release	5	64	124
Court Order Prelim. - Drug	0	2	2
Other	0	1	0
TOTAL	72	967	1261

ADMISSIONS BY UNITS			
Nicolet	72	967	1261
TOTAL	72	967	1261

ADMISSIONS BY COUNTY			
Brown	54	632	801
Door	1	29	38
Kewaunee	4	25	35
Oconto	1	48	63
Marinette	2	36	54
Shawano	2	42	41
Waupaca	1	6	10
Menominee	0	15	14
Outagamie	1	28	37
Manitowoc	5	85	131
Winnebago	0	2	3
Other	1	19	34
TOTAL	72	967	1261

NEW ADMISSIONS			
Nicolet	31	439	511
TOTAL	31	439	511

READMIT WITHIN 30 DAYS			
Nicolet	9	109	212
TOTAL	9	109	212

		Year to Date 2013	Year to Date 2012
AVERAGE DAILY CENSUS	October		
Nicolet	11	14	17
TOTAL	11	14	17

INPATIENT SERVICE DAYS			
Nicolet	352	4224	5206
TOTAL	352	4224	5206

BED OCCUPANCY			
Nicolet (16 Beds)	71%	48%	46%
TOTAL (16 Beds)	71%	48%	46%

DISCHARGES			
Nicolet	71	960	1133
TOTAL	71	960	1133

DISCHARGE DAYS			
Nicolet	370	4208	5271
TOTAL	370	4208	5271

AVERAGE LENGTH OF STAY			
Nicolet	5	4	5
TOTAL	5	4	5

AVERAGE LENGTH OF STAY BY COUNTY			
Brown	5	4	4
Door	8	5	5
Kewaunee	8	5	6
Oconto	4	4	6
Marinette	8	4	5
Shawano	5	4	3
Waupaca	3	3	5
Menominee	0	8	3
Outagamie	4	4	2
Manitowoc	5	6	5
Winnebago	0	8	0
Other	0	4	3
TOTAL	5	4	4

IN/OUTS

Current YTD 2012
4 22 93

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BELLIN PSYCHIATRIC CENTER
INVOLUNTARY AND VOLUNTARY ADOLESCENT ADMISSIONS
Month Ending: October 2013

Voluntary Admissions	14
Involuntary Admissions	4
Voluntary Inpatient Days	50
Involuntary Inpatient Days	18
Voluntary Avg Length of Stay	3.57
Involuntary Avg Length of Stay	4.5

Report of Child Abuse/Neglect by Month

Month	2012	2013	% Increase
January	391	422	7.9%
February	409	333	-18.58%
March	408	396	-2.94%
April	427	476	11.5%
May	525	477	-9.14%
June	320	322	.6%
July	309	296	-4.2%
August	344	315	-8.43%
September	420	425	1.19%
October	462	446	-3.46%
November	385		
December	283		

Reports Investigated by Month

Month	2012	2013	% Increase
January	125	133	6.4%
February	123	115	-6.5%
March	146	127	-13.01%
April	156	162	3.8%
May	187	143	-2.35%
June	125	127	1.5%
July	119	112	-5.8%
August	144	109	-24.3%
September	162	147	-9.26%
October	151	144	-4.64%
November	139		
December	95		

Brown County Human Services

TO: Human Service Committee Members

FROM: Jill Rowland
Contract & Provider Relations Manager

DATE: November 18, 2013

REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Travelodge of Green Bay	Services	1-8-13	2-20-13
Detrie Construction Inc.	Rent/Services	1-22-13	3-20-13
Northern Guardianship & Financial Inc.	Guardianship Services	1-24-13	3-20-13
BRING IT! Errands & Delivery	Supportive Home Care	1-24-13	3-20-13
Treu, Jennifer	Respite	1-24-13	3-20-13
Compass Counseling Wausau	Counseling	1-29-13	3-20-13
J.K. Flooring, LLC	Services	1-30-13	3-20-13
Advocates for Independent Living II, LLC	Services	2-5-13	3-20-13
Miller, Sandra K	Respite	2-7-13	3-20-13
Gussert, Christine	Volunteer Guardian	2-21-13	4-17-13
Davis, Donica	Volunteer Guardian	2-21-13	4-17-13
Grant, Mary Ann	Mileage	3-6-13	4-17-13
Kallas, Kim	Respite	3-6-13	4-17-13
Total Care Enterprises LLC	Snow Removal	3-6-13	4-17-13
Danen, Barbara	Rent	3-8-13	4-17-13
Turf Pro	Snow Removal	3-13-13	4-17-13
Dalbec, Mary	Daycare	3-18-13	4-17-13
Medicoping LLC	Supportive Home Care	3-18-13	4-17-13
Professional Services Group, Inc	Services	4-4-13	5-15-13
Pendleton, Elizabeth	Respite	4-4-13	5-15-13
Easy Communications dba Slavic Languages Group	Translation	4-10-13	5-15-13
Catalano, Sandra	Respite	4-12-13	5-15-13
Nellis, Eric	Respite	4-22-13	6-19-13
DeLeon, Oscar	Mileage	5-2-13	6-19-13
Coppens, Mike	Rent	5-2-13	6-19-13
Amedisys Home Health	Supportive Home Care	5-2-13	6-19-13
Midwest Dental	Dental Care	5-6-13	6-19-13
Woodside Lutheran Home & Woodside Manors	Rent	5-10-13	6-19-13

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REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Weinfurter, Denise	Rent	5/23/13	7-17-13
Pamperin, Annette	Respite	5/29/13	7-17-13
Northwest Transportation Specialists	Transportation	6/7/13	7-17-13
Childers, Jacob	Mileage	6/7/13	7-17-13
Virtues, Anne	Respite	6/10/13	7-17-13
Portage County Sheriff's Dept.	Juvenile Detention	6/11/13	7-17-13
ManorCare Health Systems	Rent	6/13/13	7-17-13
Pine Crest Village LLC	RCAC	6/14/13	7-17-13
Pank Chiropractic	Chiropractic care	6/19/13	9-18-13
Arms of Angels Transport	Transportation	6/21/13	9-18-13
Buss, Julie	Respite	7/9/13	9-18-13
All About Kids	Daycare	7/11/13	9-18-13
Bialozynski, Arlene	Respite	7/18/13	9-18-13
Smith, Jennifer	Respite	7/18/13	9-18-13
Videos for Tomorrow	Video Services	7/19/13	9-18-13
Drivers 2B LLC	Drivers Ed Classes	7/24/13	9-18-13
CW Solutions	ES Training	8/6/13	9-18-13
Michel, Mark	Rent	8/20/13	
Rock, Amy	Respite	8/20/13	
Little Rock Fence	Construction Services	9/6/13	
Potthast O & M Services LLC	Training	9/6/13	
Carpenter Ear & Hearing SC	Professional Services	9/6/13	
Rehab Arices, LLC	Services	9/10/13	
Young, Jamie	Respite	9/24/13	
Echo Ridge Dental Clinic	Services	10/15/13	
APRIA Healthcare	Equipment	10/17/13	
Communication Pathways LLC	Autism Services	10/21/13	
Bauer, Shannon	Respite	11/7/13	

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Updated Contract Amount
ADAMS AFH	11/26/12	12/6/12	\$98,929					\$98,929
ADAMS, R AFH	11/26/12	12/6/12	\$6,176					\$6,176
ADULT CARE LIVING OF NE WI	12/6/12	1/2/13	\$227,902					\$227,902
ADRC	12/12/12	1/16/13	\$60,466					\$60,466
ADVOCATES FOR HEALTHY TRANSITIONAL LIVING LLC	12/13/12	1/3/13	\$10,000	\$10,000				\$20,000
AGE WELL CENTRE FOR LIFE ENRICHMENT	5/9/13	6/3/13	\$25,000					\$25,000
AMERICAN FOUNDATION OF COUNSELING SERVICES	12/3/12	1/10/13	\$17,654					\$17,654
ANDERSON RECEIVING HOME	12/3/12	12/6/12	\$28,281					\$28,281
ANGELS ON ARCADIAN	12/6/12	12/13/12	\$1,211,198					\$1,211,198
ANNA'S HEALTHCARE (COUNTRY LIVING)	12/6/12	1/31/13	\$266,069					\$266,069
ANU FAMILY SERVICES, INC. (FORMERLY PATH)	12/3/12	1/14/13	\$150,518					\$150,518
APPLIED BEHAVIOR ANALYSTS LLC	1/2/13	1/31/13	\$300,000	\$0				\$300,000
ARNOLD RECEIVING HOME	12/3/12	12/19/12	\$50,059					\$50,059
ARTISAN ASSISTED LIVING	2/14/13	2/27/13	\$290,710					\$290,710
ARTS AFH	11/26/12	12/21/12	\$29,244					\$29,244
ASPIRO INC	12/12/12	12/17/12	\$3,701,781					\$3,701,781
BELLIN PSYCHIATRIC CENTER	12/13/12	4/3/13	\$10,000					\$10,000
BERGER AFH	11/26/12	1/28/13	\$56,991	\$0	\$0	\$0	\$0	\$56,991
BETHESDA	12/14/12	1/2/13	\$18,818					\$18,818
BIRCH CREEK	12/12/12	1/7/13	\$439,934					\$439,934
BISHOPS COURT	12/12/12	12/17/12	\$489,742					\$489,742
BOLL ADULT CARE CONCEPTS	12/14/12	1/7/13	\$684,518					\$684,518
BOURASSA AFH	11/26/12	12/6/12	\$18,698					\$18,698
BORNEMANN NURSING HOME	12/6/12	12/21/12	\$106,272					\$106,272
BROTOLOC HEALTH CARE SYSTEMS	12/14/12	1/10/13	\$820,210					\$820,210
BRUNETTE AFH	11/26/12	12/12/12	\$55,212	\$0				\$55,212
BRUSS SUPPORTIVE COMMUNITY LIVING	1/2/13	1/14/13	\$270,686					\$270,686
BUSSE AFH	11/26/12	12/13/12	\$66,444					\$66,444
CAPELLE AFH	11/26/12	12/6/12	\$56,532					\$56,532
CARE FOR ALL AGES	12/6/12	12/17/12	\$85,846	\$0				\$85,846
CARRINGTON MANOR ASSISTED LIVING	1/2/13	1/7/13	\$14,861					\$14,861
CATHOLIC CHARITIES	12/12/12	1/10/13	\$171,606					\$171,606
CENTERPIECE LLC	12/13/12	1/2/13	\$10,000	\$0	\$0	\$60,000		\$70,000
CENTURY RIDGE OF GREEN BAY, INC.	12/6/12	12/17/12	\$329,054					\$329,054
CEREBRAL PALSY INC.	1/24/13	1/25/13	\$1,783,666					\$1,783,666
CHILDRENS SERVICE SOCIETY	12/3/12	1/7/13	\$54,444					\$54,444
CHRISTENSEN AFH	11/26/12	12/3/12	\$72,036					\$72,036

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Updated Contract Amount
CLARITY CARE INC	12/19/12	1/14/13	\$2,183,611	\$0	\$0			\$2,183,611
CLEARVIEW BRAIN INJURY CENTER	1/9/13	3/25/13	\$75,000					\$75,000
COMFORT KEEPERS INC	12/13/12	1/10/13	\$684,869					\$684,869
COMPASS DEVELOPMENT	1/16/13	1/28/13	\$1,543,063	\$0				\$1,543,063
COMPASS DEVELOPMENT SHC INC	8/12/13	8/20/13	\$230,000	\$0				\$230,000
CONLEY AFH	11/26/12	1/7/13	\$35,757					\$35,757
CONNECTIONS LLC	9/16/13	9/23/13	\$10,000					\$10,000
CROSSING THE BRIDGES	12/13/12	1/10/13	\$10,000	\$0				\$10,000
CURO CARE LLC	12/19/12	1/2/13	\$333,871	\$40,000				\$373,871
DARNELL RECEIVING HOME	12/3/12	1/9/13	\$28,281					\$28,281
DEATHERAGE-VELEKE AFH	11/26/12	1/7/13	\$14,642	\$1,850				\$16,492
DEBAERE AFH	11/26/12	12/10/12	\$68,100					\$68,100
DEER PATH ASSISTED LIVING INC	4/24/13	5/6/13	\$96,300					\$96,300
DEER PATH ESTATES, INC.	1/7/13	1/16/13	\$128,407					\$128,407
DORN AFH	11/26/12	1/24/13	\$40,642	\$1,356				\$41,998
DUDLEY AFH	to jill 3/4/13	3/18/13	\$10,580					\$10,580
DUNGARVIN WISCONSIN LLC	12/12/12	1/9/13	\$686,930					\$686,930
DYNAMIC FAMILY SOLUTIONS	12/13/12	2/20/13	\$48,060	\$0				\$48,060
EAST SHORE INDUSTRIES	12/14/12	1/7/13	\$58,824					\$58,824
ELSNER AFH	11/26/12	12/6/12	\$13,460	\$500				\$13,960
ENCOMPASS CHILD CARE	12/13/12	1/9/13	\$124,250					\$124,250
ENGBERG AFH	11/26/12	12/3/12	\$39,216					\$39,216
ETHAN HOUSE	12/3/12	12/10/12	\$142,462					\$142,462
FAMILY SERVICE OF NORTHEAST WI, INC.	1/24/13	2/4/13	\$1,921,691	\$21,122				\$1,942,813
FAMILY TRAINING PROGRAM	12/13/12	12/19/12	\$252,084					\$252,084
FENLON AFH	11/26/12	11/29/12	\$42,657					\$42,657
G & I OCHS INC.	1/2/13	1/7/13	\$1,906,847	\$0	\$0			\$1,906,847
GAUGER AFH	11/26/12	12/6/12	\$32,148					\$32,148
GJT LLC	12/14/12	12/19/12	\$30,000					\$30,000
GOLDEN HOUSE	12/13/12	1/9/13	\$63,086					\$63,086
GOLTZ J. AFH	11/26/12	1/2/13	\$23,472					\$23,472
GONZALEZ AFH	11/26/12	1/17/13	\$76,966					\$76,966
GOODWILL INDUSTRIES	1/7/13	1/16/13	\$98,825					\$98,825
GOODWILL INDUSTRIES DBA BEYOND BOUND(AUTISM)	1/2/13	1/9/13	\$75,000	\$0	\$0			\$75,000
GRACYALNY, SUE	12/12/12	1/9/13	\$70,000					\$70,000
GREEN BAY TRANSIT COMMISSION	2/13/13		\$217,406					\$217,406
GREEN VALLEY ENTERPRISES INC	12/14/12	1/10/13	\$50,000					\$50,000

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Updated Contract Amount
GRONSETH AFH	11/26/12	12/6/12	\$43,848					\$43,848
HARMONY LIVING CENTERS LLC	12/12/12	2/7/13	\$107,042					\$107,042
HEAD AFH	12/3/12	12/6/12	\$77,582	\$2,060	\$0			\$79,642
HELPING HANDS CAREGIVERS	1/2/13	2/13/13	\$341,088					\$341,088
HIETPAS AFH	11/26/12	12/3/12	\$24,104					\$24,104
HOEFT AFH	11/26/12	12/10/12	\$38,582					\$38,582
HOME INSTEAD SENIOR CARE	1/9/13	1/16/13	\$322,226					\$322,226
HOMES FOR INDEPENDENT LIVING	12/19/12	1/24/13	\$5,175,173					\$5,175,173
IMPROVED LIVING SERVICES	12/19/12	1/2/13	\$746,970	\$0				\$746,970
INFINITY CARE INC	12/12/12	12/19/12	\$383,290	\$0	\$0			\$383,290
INNOVATIVE COUNSELING(AUTISM)	12/12/12	2/4/13	\$50,000	\$0				\$50,000
INNOVATIVE SERVICES	1/2/13	1/14/13	\$13,847,375	\$0	\$0	\$0	\$0	\$13,847,375
INTERIM HEALTHCARE STAFFING	12/12/12	2/20/13	\$26,014					\$26,014
J & DEE INC.	12/19/12	1/3/13	\$1,488,473					\$1,488,473
JASMER AFH	10/23/13	11/11/13	\$3,180					\$3,180
KAKUK AFH	11/26/12	1/7/13	\$62,753					\$62,753
KALISHEK AFH	11/26/12	1/2/13	\$48,692					\$48,692
KCC FISCAL AGENT SERVICES	12/13/12	1/3/13	\$4,211,227	\$0	\$0			\$4,211,227
KCC SERVICES INC	12/13/12	1/3/13	\$5,000					\$5,000
KINDRED HEARTS	12/12/12	1/2/13	\$535,378					\$535,378
KLAPPER AFH	11/26/12	12/13/12	\$23,760					\$23,760
KLARKOWSKI AFH	12/6/12	1/23/13	\$22,044	\$5,500				\$27,544
KLECZKA-VOGEL AFH	11/26/12	12/3/12	\$77,376					\$77,376
KLEIN, DR. (AUTISM)	12/12/12	12/17/12	\$275,000	\$0	\$0			\$275,000
KUNZ AFH	11/29/12	12/3/12	\$66,124	\$0				\$66,124
KUSKE AFH	11/26/12	12/6/12	\$25,692	\$14,371				\$40,063
LAD LAKE	5/8/13	6/27/13	\$100,000					\$100,000
LAKEWOOD ASSISTED LIVING	5/8/13	6/27/13	\$100,000					\$100,000
LAMERS BUS LINES, INC.	12/13/12	1/2/13	\$740,681					\$740,681
LANCASTER GARDENS	12/12/12	1/7/13	\$100,000					\$100,000
LAURENT AFH	11/29/12	12/6/12	\$49,464					\$49,464
LEVY AFH	11/26/12	11/29/12	\$18,096					\$18,096
LISKA, JOANN	12/13/12	1/7/13	\$16,000					\$16,000
LUTHERAN SOCIAL SERVICES	12/19/12	2/20/13	\$866,849	\$0				\$866,849
LUTHERAN SOCIAL SERVICES-HOMME	12/3/12	2/20/13	\$91,330					\$91,330
LYONS, KATHLEEN	3/6/13	3/18/13	\$45,000					\$45,000
MACHT VILLAGE PROGRAMS INC (ENDING 5/21/13)	12/12/12	1/2/13	\$80,000					\$80,000

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Updated Contract Amount
MACHT VILLAGE PROGRAMS INC (STARTING 5/21/13)	5/24/13	5/24/13	\$275,000					\$275,000
MACHT VILLAGE PROGRAMS INC (STARTING 9/13/13)	9/18/13	9/30/13	\$275,000					\$275,000
MALINSKI AFH	12/3/12	12/6/12	\$36,898					\$36,898
MALONE AFH	12/3/12	12/6/12	\$25,656					\$25,656
MARLA VIST MANOR ASSISTED LIVING	12/12/12	1/7/13	\$118,997					\$118,997
MARTIN AFH	11/26/12	11/29/12	\$18,621					\$18,621
MATTHEWS SENIOR LIVING	3/20/13	3/28/13	\$72,000					\$72,000
MCCORMICK MEMORIAL HOME	12/12/12	1/3/13	\$96,490					\$96,490
MELOHN AFH	11/26/12	12/3/12	\$38,592					\$38,592
MILQUETTE AFH	11/26/12	12/3/12	\$21,528					\$21,528
MOMMAERTS RECEIVING HOME	12/3/12	12/13/12	\$28,281					\$28,281
MORAIN RIDGE LLC	9/23/13	10/21/13	\$120,000	\$0				\$120,000
MOSSFLOWER HARBOUR	3/28/13	4/10/13	\$32,000					\$32,000
MYSTIC ACRES LLC	12/19/12	1/7/13	\$146,501					\$146,501
MYSTIC CREEK LLC	12/19/12	1/7/13	\$103,728					\$103,728
MYSTIC MEADOWS LLC	12/19/12	1/7/13	\$143,839					\$143,839
NEMETZ AFH	11/26/12	12/3/12	\$53,456	\$2,000				\$55,456
NEW COMMUNITY SHELTER INC	12/13/12	1/9/13	\$40,000					\$40,000
NEW CURATIVE REHABILITATION	12/19/12	1/9/13	\$1,209,461					\$1,209,461
NEW VISIONS TREATMENT HOMES OF WI, INC	12/3/12	1/10/13	\$39,163					\$39,163
NEW VIEW INDUSTRIES	1/7/13	2/11/13	\$69,624					\$69,624
NORTHWEST PASSAGE	12/6/12	1/14/13	\$83,976					\$83,976
OPTIONS LAB INC	12/13/12	1/7/13	\$5,000					\$5,000
OPTIONS TREATMENT	12/19/12	1/2/13	\$367,183					\$367,183
ORLICH AFH	12/19/12	1/7/13	\$94,966					\$94,966
OSTAPYUK AFH	11/29/12	12/7/12	\$45,072					\$45,072
PANTZLAFF AFH	11/29/12	1/7/13	\$71,928					\$71,928
PARAGON INDUSTRIES	12/19/12	2/4/13	\$813,804					\$813,804
PARENT TEAM	12/13/12	1/7/13	\$78,240	\$70,000				\$148,240
PARENTEAU AFH	11/26/12	12/3/12	\$41,964					\$41,964
PARMENTIER AFH	11/26/12	12/19/12	\$80,900	\$1,200				\$82,100
PATIENT PINES	12/12/12	12/21/12	\$60,000	\$0				\$60,000
PHOENIX BEHAVIORAL HEALTH SERVICES	9/25/13	10/21/13	\$10,000					\$10,000
PNUMA HEALTH CARE	1/2/13	1/7/13	\$294,394					\$294,394
PRODUCTIVE LIVING SYSTEMS	12/19/12	2/3/13	\$783,427					\$783,427
RAVENWOOD BEHAVIORAL HEALTH	1/15/13	2/20/13	\$100,982					\$100,982
REBEKAH HAVEN	1/2/13	1/10/13	\$89,323	\$0				\$89,323

Agency	Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Updated Contract Amount
REHAB RESOURCES	12/12/12	1/2/13	\$89,040					\$89,040
REM-WISCONSIN II, INC.	12/19/12	2/6/13	\$1,732,848					\$1,732,848
RENNES ASSISTED LIVING CORP	10/23/13	11/4/13	\$20,000					\$20,000
RESCARE WISCONSIN INC	12/12/12	2/11/13	\$20,539					\$20,539
ST. VINCENT HOSPITAL	12/19/12	1/10/13	\$172,342	\$0				\$172,342
SALDANA AFH	11/26/12	1/7/13	\$17,617					\$17,617
SCHAUMBERG, LAURIE	1/22/13	2/12/13	\$15,000					\$15,000
SCHULTZ AFH	11/26/12	1/16/13	\$104,220					\$104,220
SELTZER AFH	11/26/12	1/2/13	\$23,076					\$23,076
SKORCZEWSKI AFH	11/26/12	12/2/12	\$18,660					\$18,660
SLAGHT AFH	11/26/12	12/17/12	\$46,676					\$46,676
SMET AFH	11/26/12	1/17/13	\$52,481					\$52,481
SOUTHERN HOME CARE SERVICES	12/12/12	2/11/13	\$57,365	\$10,000				\$67,365
STARR/DINGER AFH	11/28/12	12/10/12	\$43,812					\$43,812
STEVENS AFH	11/26/12	12/3/12	\$18,621					\$18,621
TALBOT AFH	11/26/12	12/3/12	\$23,778					\$23,778
TANZI AFH	11/29/12	12/10/12	\$84,442					\$84,442
TIPLER AFH	11/29/12	12/3/12	\$61,080					\$61,080
TREMPEALEAU CO HEALTH CARE	1/7/13	1/17/13	\$758,935	\$0				\$758,935
VALLEY PACKAGING INC.	2/11/13	2/20/13	\$15,466					\$15,466
VANLANEN RECEIVING HOME	11/26/12	8/22/13	\$9,427					\$9,427
VERBONCOUER AFH	11/26/12	1/2/13	\$69,934	\$0				\$69,934
VILLA HOPE	3/6/13	3/13/13	\$1,373,370	\$94,000				\$1,467,370
WARREN, JOHN MD	1/9/13	1/16/13	\$113,000					\$113,000
WAUSAUKEE ENTERPRISES	12/12/12	1/7/13	\$26,489					\$26,489
WEBER RECEIVING HOME	12/3/12	12/10/12	\$28,281					\$28,281
WEYENBERG AFH	11/26/12	12/6/12	\$21,036					\$21,036
WILLOWCREEK AFH	1/24/13	1/28/13	\$479,419					\$479,419
WILLOWGLEN ACADEMY	12/6/12	1/2/13	\$9,528					\$9,528
WISCONSIN EARLY AUTISM PROJECT	12/12/12	12/21/12	\$500,000	\$0	\$0			\$500,000
YU AFH	11/26/12	1/3/13	\$16,786					\$16,786
ZAMBON AFH	11/26/12	12/3/12	\$20,592	\$1,000				\$21,592
ZIELKE, JON AFH	11/26/12	1/10/13	\$32,802					\$32,802
ZIESMER AFH	11/26/12	12/3/12	\$77,580					\$77,580
TOTAL			\$65,856,713	\$274,959	\$0	\$60,000	\$0	\$66,191,672
2013 Contracts Sent:	183							

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Agency		Contract Sent	Contract Returned	Original Contract Amount	Amdt #1	Amdt #2	Amdt #3	Amdt #4	Updated Contract Amount
2013 Contracts Returned: 182									

Brown County Human Services

TO: Human Service Committee Members

FROM: Jill Rowland
Contract & Provider Relations Manager

DATE: November 18, 2013

REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Travelodge of Green Bay	Services	1-8-13	2-20-13
Detrie Construction Inc.	Rent/Services	1-22-13	3-20-13
Northern Guardianship & Financial Inc.	Guardianship Services	1-24-13	3-20-13
BRING IT! Errands & Delivery	Supportive Home Care	1-24-13	3-20-13
Treu, Jennifer	Respite	1-24-13	3-20-13
Compass Counseling Wausau	Counseling	1-29-13	3-20-13
J.K. Flooring, LLC	Services	1-30-13	3-20-13
Advocates for Independent Living II, LLC	Services	2-5-13	3-20-13
Miller, Sandra K	Respite	2-7-13	3-20-13
Gussert, Christine	Volunteer Guardian	2-21-13	4-17-13
Davis, Donica	Volunteer Guardian	2-21-13	4-17-13
Grant, Mary Ann	Mileage	3-6-13	4-17-13
Kallas, Kim	Respite	3-6-13	4-17-13
Total Care Enterprises LLC	Snow Removal	3-6-13	4-17-13
Danen, Barbara	Rent	3-8-13	4-17-13
Turf Pro	Snow Removal	3-13-13	4-17-13
Dalbec, Mary	Daycare	3-18-13	4-17-13
Medicoping LLC	Supportive Home Care	3-18-13	4-17-13
Professional Services Group, Inc	Services	4-4-13	5-15-13
Pendleton, Elizabeth	Respite	4-4-13	5-15-13
Easy Communications dba Slavic Languages Group	Translation	4-10-13	5-15-13
Catalano, Sandra	Respite	4-12-13	5-15-13
Nellis, Eric	Respite	4-22-13	6-19-13
DeLeon, Oscar	Mileage	5-2-13	6-19-13
Coppens, Mike	Rent	5-2-13	6-19-13
Amedisys Home Health	Supportive Home Care	5-2-13	6-19-13
Midwest Dental	Dental Care	5-6-13	6-19-13
Woodside Lutheran Home & Woodside Manors	Rent	5-10-13	6-19-13

REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Weinfurter, Denise	Rent	5/23/13	7-17-13
Pamperin, Annette	Respite	5/29/13	7-17-13
Northwest Transportation Specialists	Transportation	6/7/13	7-17-13
Childers, Jacob	Mileage	6/7/13	7-17-13
Virtues, Anne	Respite	6/10/13	7-17-13
Portage County Sheriff's Dept.	Juvenile Detention	6/11/13	7-17-13
ManorCare Health Systems	Rent	6/13/13	7-17-13
Pine Crest Village LLC	RCAC	6/14/13	7-17-13
Pank Chiropractic	Chiropractic care	6/19/13	9-18-13
Arms of Angels Transport	Transportation	6/21/13	9-18-13
Buss, Julie	Respite	7/9/13	9-18-13
All About Kids	Daycare	7/11/13	9-18-13
Bialozynski, Arlene	Respite	7/18/13	9-18-13
Smith, Jennifer	Respite	7/18/13	9-18-13
Videos for Tomorrow	Video Services	7/19/13	9-18-13
Drivers 2B LLC	Drivers Ed Classes	7/24/13	9-18-13
CW Solutions	ES Training	8/6/13	9-18-13
Michel, Mark	Rent	8/20/13	
Rock, Amy	Respite	8/20/13	
Little Rock Fence	Construction Services	9/6/13	
Potthast O & M Services LLC	Training	9/6/13	
Carpenter Ear & Hearing SC	Professional Services	9/6/13	
Rehab Arices, LLC	Services	9/10/13	
Young, Jamie	Respite	9/24/13	
Echo Ridge Dental Clinic	Services	10/15/13	
APRIA Healthcare	Equipment	10/17/13	
Communication Pathways LLC	Autism Services	10/21/13	
Bauer, Shannon	Respite	11/7/13	

Brown County Human Services

TO: Human Services Committee Members

FROM: Jill Rowland
Contract & Provider Relations Manager

DATE: November 18, 2013

REQUEST FOR NEW VENDOR CONTRACT				
VENDOR	SERVICES	CONTRACT AMOUNT	DATE REQUESTED	DATE APPROVED
Dudley Adult Family Home	Adult Family Home	\$10,580	2-28-13	4-17-13
Mossflower Harbour	CBRF	\$31,500	3-19-13	5-15-13
Age Well Centre for Life Enrichment	RCAC	25,000	5-2-13	6-19-13
Lad Lake Inc.	Child Care Institution	\$100,000	5-3-13	6-19-13
Adams, R. Adult Family Home	Adult Family Home	\$6,175	7-1-13	8-21-13
Compass Development SHC	SHC Services	\$230,000	7-24-13	9-18-13
Phoenix Behavioral Health Services, LLC	Autism Services	\$5,000	8-6-13	9-18-13
VanLanen Receiving Home	Receiving Home	\$9,427	8-6-13	
Moraine Ridge LLC	RCAC	\$120,000	9-3-13	
Lakewood Assisted Living	CBRF	\$25,000	9-20-13	
Rennes Asstd Living Corp	RCC	\$25,000	9-26-13	